Manually Enrol a School/Directorate in a Session

This reference guide explains how to enrol multiple staff from a school or directorate into a session. Please note that you can only enrol users who are in the same scope as the role you are assigned e.g. Learning Author for Panania PS can only enrol staff from Panania PS.

Checklist before starting:

- Do you have the correct Learning Author access?
- Is the course available in the Catalogue?
- Do you have the correct course title and/or course identifier?
- Has a session (start date, venue) been scheduled?
- Have you been assigned as a Session Support Officer?

*Please see the Top tips section of this guide before manually enrolling users.

- If you manually enrol users they will not be prompted to confirm they have permission from their supervisor to enrol
- If you manually enrol uses they will not be prompted to answer the requirements questions e.g. dietary requirements
- If you are not assigned as a Session Support Officer you will not be able to manually enrol users into the course/session (start date, venue)
- If you enrol the users into the course only, they will be added into the course wait list only

Step 1: Select Manage Learning from the hamburger menu.
**Step 2:** Select Assign Learning.

**Step 3:** Add the course title or add the venue in the Search field. TIP: Search by venue - this will list all the course sessions scheduled at the venue you entered.

**Step 4:** Select the Search button.

**Step 5:** Identify the relevant session: All sessions you are assigned Session Support Officer to will be visible here.

**Step 6:** Select the plus icon to make your selection.

If you can only see the relevant course title but not the scheduled session (start date, venue) you will be enrolling the users in the course or event wait list.
**Step 7:** Select the **Next** button.

The course/session you selected will appear below the **Added Content** area. You can remove this.
**Step 8:** Add the school name in the Search field.

**Step 9:** Select the Search button.

**Step 10:** Select the plus icon.
Step 11: Select the Next button.

Your selection will appear below the Added Recipients area. You can remove this selection by selecting the minus icon.
Step 12: Add the user’s name in the Search field.

Step 13: Select the Search button.

Step 14: Select the plus icon.
**Step 15:** Select the **Next** button.

The user you wish to exclude will be added in the Exclude Recipients area.
**Step 16:** Leave the box ticked if you wish to send enrolment notification.

Un-tick this box if you are retrospectively enrolling users. Leave all other fields at their default value.

**Step 17:** Select the **Next** button.
**Step 18:** Check that you are enrolling the users in the right course, the right session (start date and venue).

**Step 20:** Check that you are enrolling the right school or organisation unit.

**Step 21:** Check that you are excluding the right user/s.

- **Note number of users currently attached to the school/organisation**
- **Note number of user/s being excluded from the bulk enrolment.**
- **Note total number of users to be enrolled.**
Step 21: Select the Finish button.

<table>
<thead>
<tr>
<th>Content</th>
<th>Type</th>
<th>Name</th>
<th>Amount (per user)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyPL for New Learning Authors</td>
<td>(26 May 2019 09:00) [NR5470] [NR5470-1]</td>
<td>Poonkara Public School</td>
<td>Free</td>
</tr>
</tbody>
</table>

Total | AU $0.00 |

Groups / Users

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>No. of Users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Poonkara Public School Organization Unit</td>
<td>4</td>
</tr>
</tbody>
</table>

Total | 4 |

Excluded Users

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>No. of Users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-1</td>
</tr>
</tbody>
</table>

Total | -1 |

Total no. of users enrolled | 3 |

Content AU $0.00 x 3 Users = | | Sub total | AU $0.00 |

GST | AU $0.00 |

Total | AU $0.00 |
Step 22: Select **Manage Session** to view enrolled users.

Note total number of users enrolled in the **Attendees** column. You can see the enrolled users, details by selecting the **Manage Attendees** icon.
Top tips for manually enrolling users in a session-based course:

- Search by venue – this will give you all the courses with scheduled sessions if you are assigned Session Support Officer.
- Your selection should have the course title, the start date, and the venue.
- Before making a selection, check that you are choosing the right course title, session details (start date, venue), and correct Course identifier.

If you cannot see the relevant course title, or course session details consider:

- If an actual session (start date, venue) has been scheduled
- If you have access to the session as a Session Support Officer
Avoid searching by Course Identifier when manually enrolling users in a session-based course.

Searching by Course Identifier will bring the course title but not the scheduled session/s. Making this selection will enrol the users in the course wait list only.
Avoid searching by course title keyword/s.

Searching by course title keyword/s may present you with too many options to choose from. The example shows 22 possible courses with keyword “MyPL”.

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Last Updated 14/06/2019