Manually Enrol a User in a Session

This reference guide explains how to enrol individual 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?

If you manually enrol users they will not be prompted to confirm they have permission from their supervisor to enrol

If you manually enrol users 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

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

**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 **+** 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 user's name in the **Search** field.

**Step 9**: Select the **Search** button.
**Step 10:** Select the plus icon. If more than one user appears with the same name, start again and enter the user’s email address.
Step 11: Add the next user’s name in the **Search** field if you have more individuals to enrol.

Step 12: Select the plus icon to select each user to be manually enrolled.

Step 13: Select the **Next** button when you have selected all the users for manual enrolment.

Your selection will appear below the Added Recipients area. You can remove this selection by selecting the minus icon.
**Step 14:** Select the **Next** button.

This field **Who are you excluding?** is used when we enrol groups of staff, not individuals.
**Step 15:** Leave this box checked if you wish to send an enrolment notification. Un-tick this box if you are retrospectively enrolling users. Leave all other fields at their default value.

**Step 16:** Select the **Next** button.
Step 17: Check that you are enrolling the users in the right course, the right session (start date and venue).

Step 18: Check that you are enrolling the right users. Note total number of users to be enrolled.

Step 19: Select the Finish button.
Step 22: Select **Manage Session** to view enrolled users.

Note number of users enrolled.
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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