

Mass Enrollment

Overview

Learning Coordinators can enroll learners at their assigned location(s) in content using Mass Enroll by Role.

Who Does This: Learning Coordinator

Things to Know:

- Use Mass Enroll by Role (also called “Mass Enrollment”) to enroll any learner at your assigned location(s)
- Enroll learners only in content that is owned by function(s) you are assigned to support
- Determine and enter whether or not enrollments are Required (Yes / No)
- Upon enrollment by the Learning Coordinator, the learner will receive a notification
- Learning Coordinators may enroll learners in content even when:
 - The Course Maximum Enrollment has been reached for a Blended Course Offering
 - A Blended Course Offering is already In Progress
 - Courses have fees (i.e. Limited Seats)
 - Use caution in each of these scenarios prior to processing a Mass Enrollment transaction



Learning
Coordinator

Step 1

Choose the **Learning Coordinator** worklet.



Enrollment

Mass Enroll By Role

Mass Drop by Role

Reassign Tasks

Step 2

Under Enrollment, select **Mass Enroll by Role**.

Mass Enroll By Role

Course * problem solv X

Search Results (5)

- Team Involvement Problem Solving (TIPS) - Limited Seats
- Management Tools: Problem Solving 270 - Limited Seats
- Creative Problem Solving
- Creative Problem Solving- Applied
- Introduction to Structured Problem Solving

4 3 ...

Step 3

Type the part of the **Course title** and press Enter. Then select the course.

Step 4

Click **OK**.

← Mass Enroll By Role

Organization for Enrollment * 5

← Location Hierarchy

Oak Ridge

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Step 5

Under Location Hierarchy, select your location(s).

Step 6

Click **OK**.

Assign as Required Learning

- Yes
- No

Step 7

Depending if you would like this training to be required for the audience, select either “Yes” or “No.”

Eligible: 3 items | 5 selected

<input checked="" type="checkbox"/>	9 ID	Name	Location	Warning
<input checked="" type="checkbox"/>			Oak Ridge Plant	8
<input checked="" type="checkbox"/>			Oak Ridge Plant	The learner has previously completed this course. You're re-enrolling in the course.
<input checked="" type="checkbox"/>			Oak Ridge Plant	
<input checked="" type="checkbox"/>			CoorsTek Headquarters	
<input checked="" type="checkbox"/>			CoorsTek Headquarters	

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Step 8

Review Warnings for learner(s) if applicable. A Warning will appear if you are re-enrolling a learner in the course.

If you receive a message that a learner is ineligible for the course, the learner already has an active enrollment for the course.

Step 9

Select **learner(s)** to confirm.

Step 10

Click **OK**.

The task was completed successfully.

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Step 11

Click **Done**.