

Mass Enroll

Overview

Learning Partners can enroll learners in a course using Mass Enroll.

Who Does This: Learning Admin; Learning Partners

Things to Know:

- Use Mass Enroll to create *required* or *optional* enrollments for any learner
- When you create a required enrollment, please note these guidelines:
 1. Set a due date for all required enrollments.
 2. Use a Due Date Duration of 30 days unless the situation requires a different due date.
- Upon submission, the enrollment transaction will route for Learning Admin approval.
- Once approved, the learner will receive a notification of the enrollment.
- Use caution when enrolling learners as Learning Partners may:
 - Override the Maximum Enrollment count for Blended Courses
 - Enroll learners in In Progress Course Offerings
 - Enroll learners in content that is Closed, Excluded from Recommendations, or Excluded from Search and Browse



Learning Admin

Step 1

Choose the **Learning Admin** worklet.

Assignments

2 Mass Enroll

Campaigns

Campaign Dashboard

Step 2

Under Assignments, select the **Mass Enroll**.

Current Search

> Certification

> Companies

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> Cost Center

> Cost Center Hierarchy

> Critical Job

> Employee Type

Hire Date

> Internal Skills

> Job Classification

> Job Family

> Job Family Group

> Job Profile

> Location


> Location Address -
Country

> Management Chain

Step 3

Use the facets to filter results by Location, Hire Date, Management Chain, etc.

4a 4 Results

4b  **Larry Lead**
Maria Manager | McIntyre Plant | 00313 - Team Lead Sr

5 **Mass Enroll**

Step 4
Select **learners** to enroll:

a) Select all learners in your search

b) Select individual learners in your search

Step 5
Select **Mass Enroll**.

Learning Mass Enroll

Learning Content

problem solv ✕

Search Results (5)

- Creative Problem Solving**
- Creative Problem Solving-Applied
- Structured Problem Solving
- Introduction to Structured Problem Solving** **6**
- Team Involvement Problem Solving (TIPS) - Limited Seats

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Step 6
Type partial or entire **Course Name** and press Enter. Select appropriate course if more than one course is listed.

Step 7
Select **OK**.

Assign as Required Learning

Yes **8**

No

Step 8
If you would like this training to be required for the audience, select "Yes."

If not required, select "No" and skip to Step 10 below.

After selecting "Yes" for Required Learning, the Due Date section appears.

For Required Enrollments, please note the following guidelines:

1. Set a due date for all required enrollments.
2. Use a Due Date Duration of 30 days unless the situation requires a different due date.

Due Date

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Due Date Type

select one

select one

Date

Duration

Step 9

For **Due Date Type**, select either Date or Duration.

- Date: Allows you to enter a specific date (MM/DD/YYYY)
- Duration: Allows you to enter a duration in Days, Weeks, Months, or Years (e.g. 30 Days)

Workers Ineligible

Workers 223 items | 1 selected

<input type="checkbox"/>	Photo	Name	Location	Warning
<input type="checkbox"/>		Name 1	Oak Ridge Plant	10 The learner has previously completed this content. You're re-enrolling Name 1 in the content.
<input checked="" type="checkbox"/>		Name 2	Oak Ridge Plant	
				12

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OK Cancel

Step 10

Review Warnings for learner(s). A Warning will appear if the learner has previously completed the content and will be re-enrolled if selected.

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

Step 11

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

Step 12

Select **OK**.

The task was completed successfully.

Done

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Step 13

Select **Done**.