CLC Job Sheet: Managing Enrollments

Version 1.0, 5/10/11

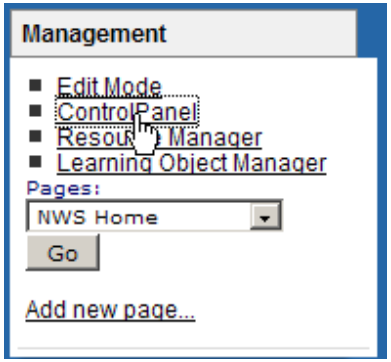
This Job Sheet describes how to insert users into an enrollment, as well as mark users as complete in an enrollment.

Assumptions:

- The User is logged into the system and has proper permissions to accomplish this task.
- The User is familiar with the Control Panel.
- Remember, the Internet Explorer browser is required to work in the Control Panel.

1.0. Display the Control Panel

- After logging in, click on “Control Panel” from the Management menu.
- The Control Panel will open in a new window. (Remember to turn off your popup blocker for doc.learn.com.)

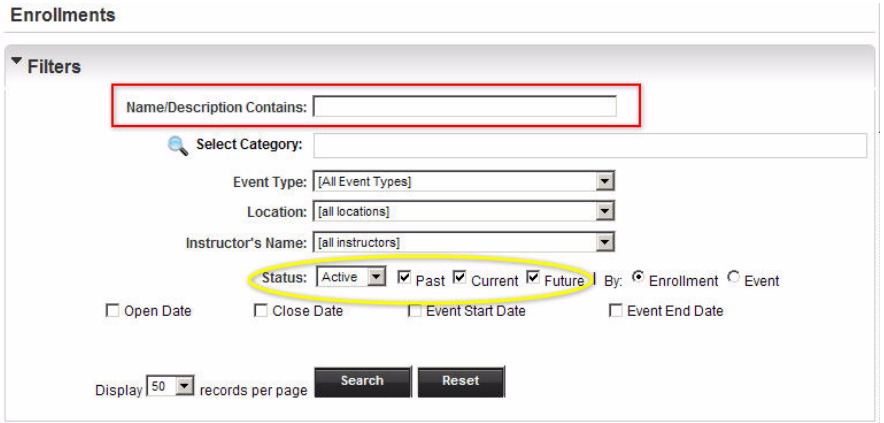


2.0. Click on “Enrollments” on the Control Panel

- Under the Enrollments menu, click “Enrollments”

3.0. Search for the desired Enrollment

- Enter the name or part of the name of the course in the text box to the right of “Name/Description Contains” (red box)
- Note: Even though entering the full name of the course isn’t necessary, the entire search value must match at least part of the course name exactly
- Ensure than “Status” is set to “Active” and the three check boxes that follow are all selected (yellow oval)
- Click “Search” button

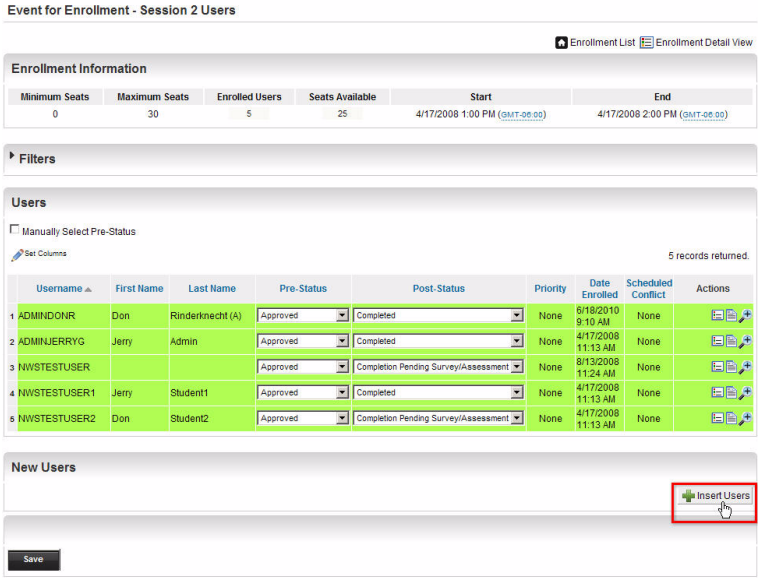


4.0. View Users

- Click on the View Users icon to the right of the desired enrollment (red box)

5.0. Click Insert Users

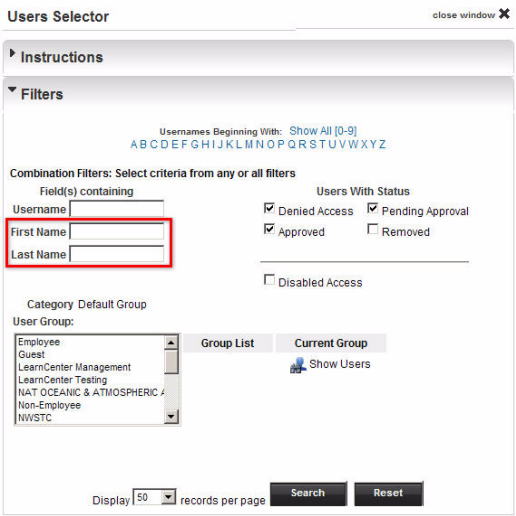
- Click the “Insert Users” button is at the lower-right side of the page (red box).
- A new window will appear.



6.0. Search for Users

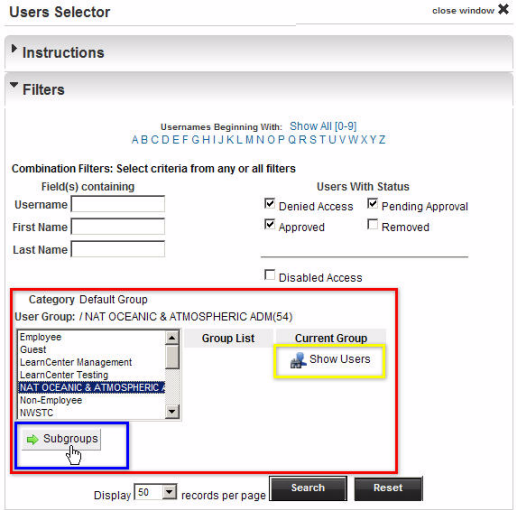
6.1. Search Using First and/or Last Name

- Enter the first and/or last name of the user you wish to enroll in the “First Name:” and “Last Name” fields (red box)
- Click the “Search” button
- Users matching the search criteria will be displayed below.



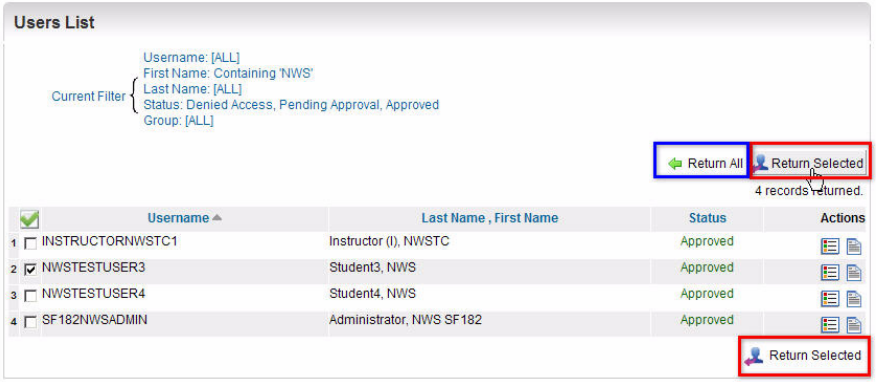
6.2. Search Using User Groups

- User Group searches make adding more than one user more convenient.
- Selecting a group from the list in the red box and clicking “Subgroups” (blue box) will display all the groups within the group that was originally selected.
- Once the desired group has been reached, clicking “Show Users” (yellow box) will display the individual users below.
- Note: NWS user groups can be found under “/ NAT OCEANIC & ATMOSPHERIC ADM(54) / NATIONAL WEATHER SERVICE(5420) /.”
  From there one can search regions or drill down further to access individual WFO User Groups



7.0. Return Selected Users

- Once the desired users are selected, click the “Return User” button at the top or bottom of the list (red boxes).
- If all the users listed should be enrolled, click the “Return All” button.
- The Users Selector window will close and the selected user(s) will then appear in the list of enrolled users.

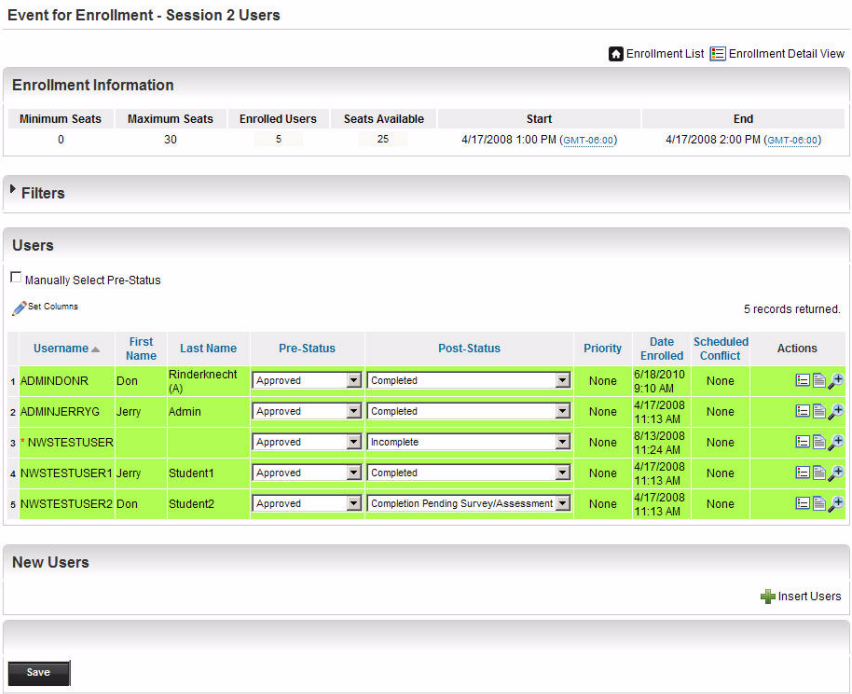


8.0. Mark User Complete

- When a student has successfully completed an enrollment, it may be necessary to mark them complete manually in the LMS.

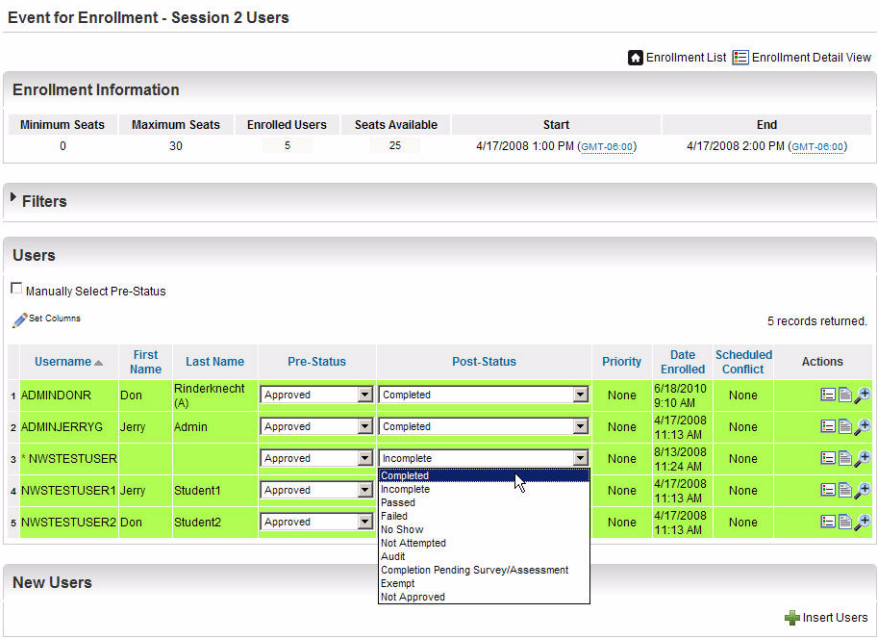
8.1. Access List of Enrolled Users

- If the list of enrolled users isn’t already displayed, follow Steps 1.0 through 4.0 to display it.



8.2. Change Post-Status to “Complete”

- For the appropriate user, modify the drop down box in the “Post-Status” column to “Completed.”
- Click the “Save” button at the bottom of the page.



9.0. Task Complete!