Enrolments



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Enrolments – introduction

Learner Users can be enrolled in Catalogue Items by other authorised Users using several methods. These methods create a User Enrolment in Catalogue Item(s). The methods include:

- Manual: e.g. enrolling Users in a particular Catalogue Item, see Assign Learning Catalogue Item
- Semi-automatic: using the **Assign Learning** wizard to enrol Users in one or more Catalogue Items, see Assign Learning
- Importing an Excel spreadsheet containing Enrolments data. Note that this method also allows the Enrolment Status to be set to a variety of values. see Import Learning History

Note that a Catalogue Item can also be set up so that it is self-enrolling, i.e. learner Users can enrol themselves. See Add a Catalogue Item for details of how to set this up.

Thus, in much of the **Enrolments** section of the CLS, authorised Users do not actually *add* Enrolments, but rather they search for, inspect, modify and delete them.

They can view

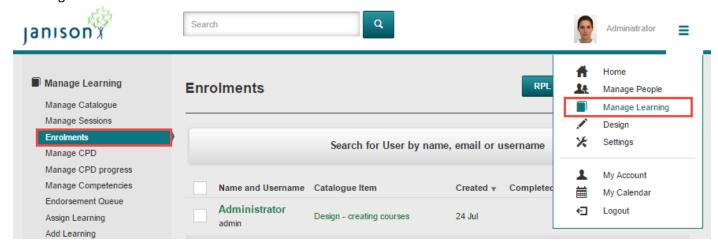
- User details
- the Catalogue item the User is enrolled in
- creation date of the Enrolment
- completion date of the Enrolment
- status of the Enrolment
- attempts of the Enrolment
- progress details of the Enrolment (via View More)

Enrolments *are* created in the **Enrolments** section through <u>Import Learning History</u> and through RPL (Recognition of Prior Learning) if it has previously been activated, see <u>RPL</u>. Additionally, adding Enrolments to a Catalogue Item through **Manage Catalogues** actually brings you back to the **Enrolments** section with that Catalogue Item, see Assign Learning – Catalogue Item. You cannot get directly from **Enrolments** to this screen.

Note that a Catalogue Item that contains more than one Learning Asset (either at its creation or after editing it) remains functionally the same but it becomes known as a Program (see Catalogue Items).

Enrolments

Enrolments can be accessed by selecting **Manage Learning > Enrolments**. All enrolments will be listed on the resulting screen.

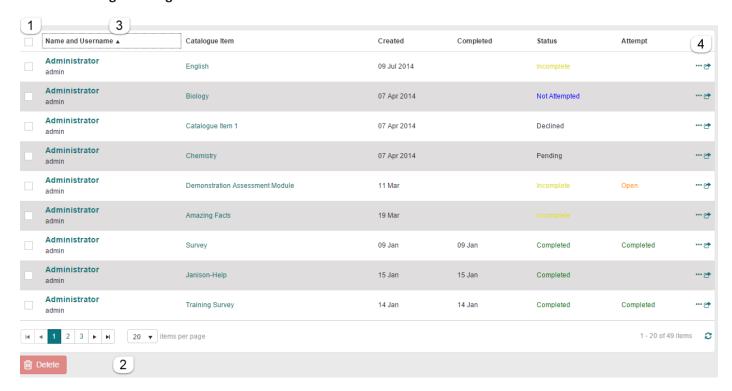


- 1. Each enrolment has a check box next to it
- 2. Click **Delete** to delete a User enrolment after you have ticked its check box. Note that deleting an Enrolment for a User will also remove their progress for the Learning Asset.



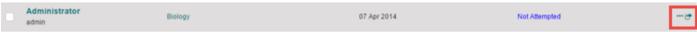
- 3. You can sort the list of Enrolments by clicking the heading names. You can sort by:
 - Name and Username
 - Catalogue Item
 - Date Created
 - Date Completed
 - Status, or
 - Attempt
- 4. If the options have been turned on in **Settings**, then the View More icon will be available. Clicking it leads to the opportunity to view and modify details of an Enrolment (see <u>View More about an Enrolment</u>).

Each Enrolment listing also contains links to the User and Catalogue Item involved. Thus, clicking **Name and Username** will take you to the **Manage People > Users** section of the CLS. Clicking **Catalogue item** will take you to the item **Manage Catalogue** section of the CLS.



View More about an Enrolment

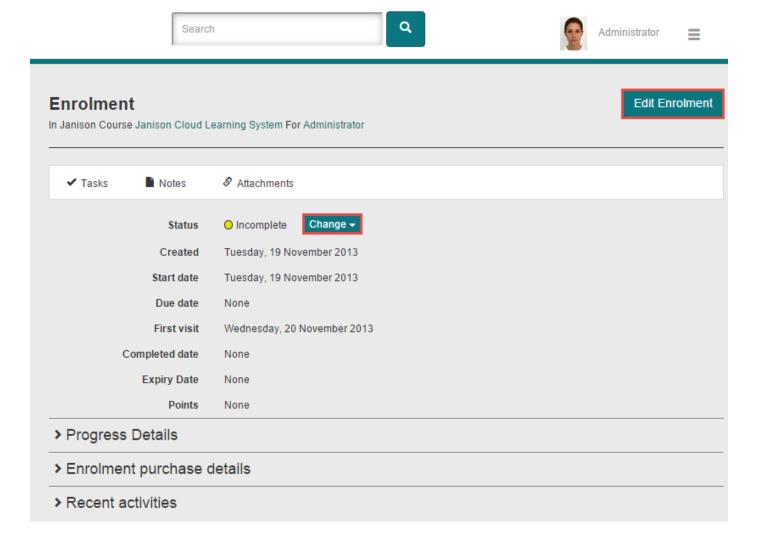
Select Manage Learning > Enrolments and click the View More icon (if available) for an Enrolment



A new screen will open in a separate window. This screen shows the enrolment details in the Catalogue Item for that User and allows you to edit the status of the Enrolment

- Click Change to change the Status. Options include:
 - Incomplete
 - Completed this will force the completion of the Enrolment only and not affect the Learning Asset completion or progress. Test attempts will be cancelled and not marked.
 - Cancelled this will cancel the Enrolment. Any in-progress work such as test attempts will not be marked. Learning Asset progress will be cancelled.
- Click the arrows next to Progress Details, Enrolment purchase details and/or Recent activities to see this
 information
- Click Edit Enrolment to edit the Enrolment further (see Edit User Enrolment)





Edit User Enrolment

Sometimes it is necessary for an administrator or authorised staff member to delete a User Enrolment or to edit User Enrolment details, e.g. to check Competency progress or to add a Competency (if, for example, a User completed a Catalogue Item before the Competency was attached to it).

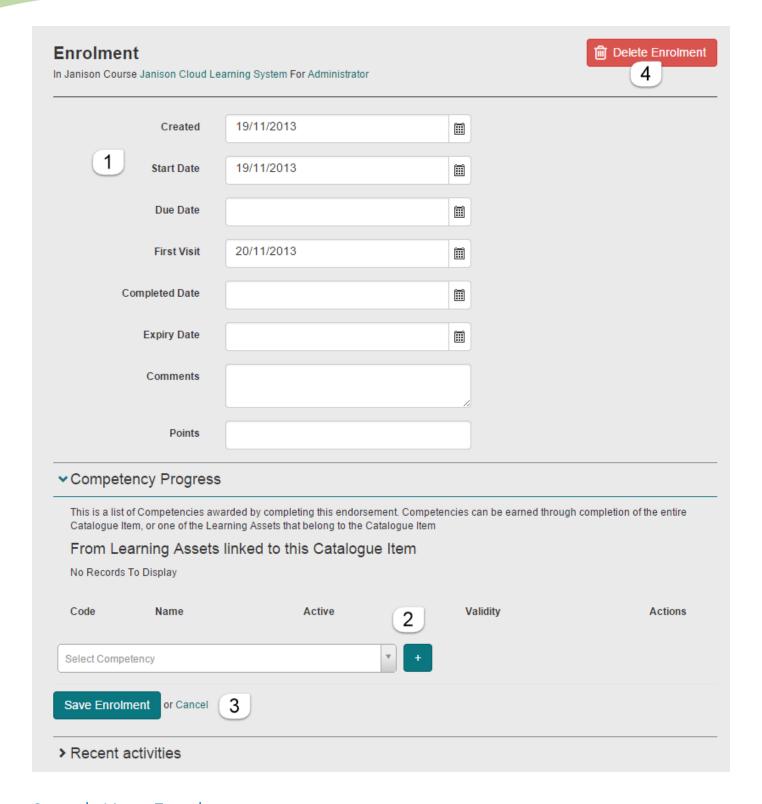
To edit a User Enrolment select **Manage Learning > Enrolments**, search for the required User Enrolment and click the **View More** icon



The next screen shows the enrolment details for the User Enrolment in the Catalogue Item

- 1. The dates, comments and points involved can all be edited in this screen
- 2. Competency can be added to this Enrolment: select each Competency and click the plus icon to add it
- 3. Click Save Enrolment to save these updates
- 4. To delete the entire Enrolment click **Delete Enrolment** then click **Yes** in the dialogue box. The Enrolment has now been removed from the Catalogue Item. Note that deleting an Enrolment for a User will also remove their progress for the Learning Asset.





Search User Enrolments

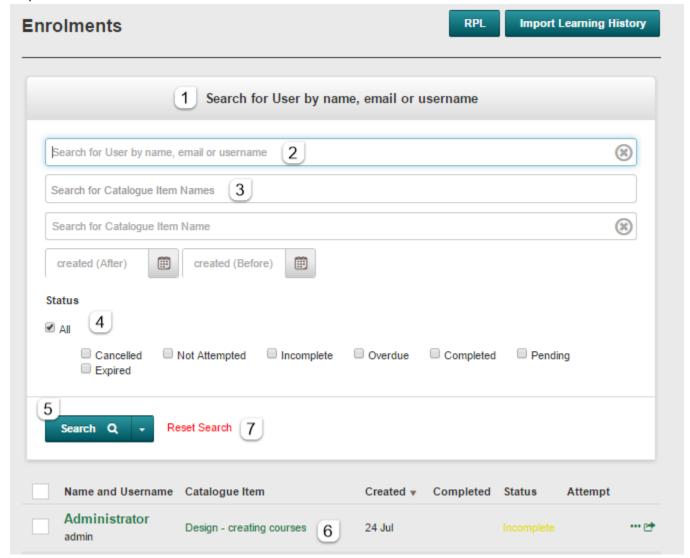
The Search feature allows you to quickly find a User and their enrolment(s) and is useful for filtering the list when there are a large number of User Enrolments.

Select Manage Learning > Enrolments

- 1. Click **Search for User by name, email or Username** and a search field will appear.
- 2. Enter User search word, or
- 3. Enter Catalogue search word leaving this blank will return all Catalogue items for the User
- 4. Complete Created After or Created before
 You can filter the search by status of the Enrolment:
 - All



- Cancelled
- Not Attempted
- Incomplete
- Overdue
- Completed
- Pending
- 5. Click Search.
- 6. The search results will appear in the **Display Name** column.
- 7. To perform another search click **Reset Search**.



RPL

Recognition of Prior Learning (RPL) allows an administrator to mark a User as competent or compliant if the User has achieved the requirements through an external provider or in some other manner.

Note that RPL is not enabled by default. To enable it select Settings > Tenant Settings > Miscellaneous > Enable RPL

To implement a RPL for a User against a Catalogue Item select Manage Learning >Enrolments and then click RPL

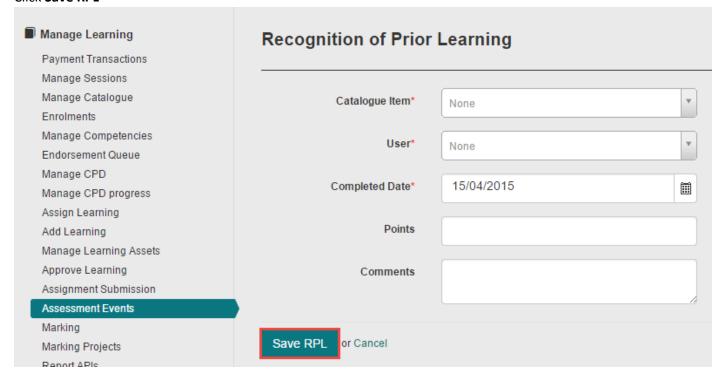


This takes you to the Assessment Events section of the CLS. Complete the details as required:



- Catalogue Item
- User
- Completed Date
- Points (if enabled)
- Comments if the prior learning has been completed externally you need to enter details in this box

Click Save RPL



Import Learning History

User Enrolments can be created by uploading the Enrolments data from an Excel spreadsheet containing lists of: User, Catalogue Item and its Status (NotAttempted, Browsed, Incomplete, Completed, Passed, Failed, Pending, Declined or Cancelled).

A Template is available from this section. The first page (Data) has the headings for the fields involved and a row of example data. The second page (Supported Attributes) gives an explanation of the fields and indicates which are mandatory (Catalogue Item, User Id and Lesson Status).

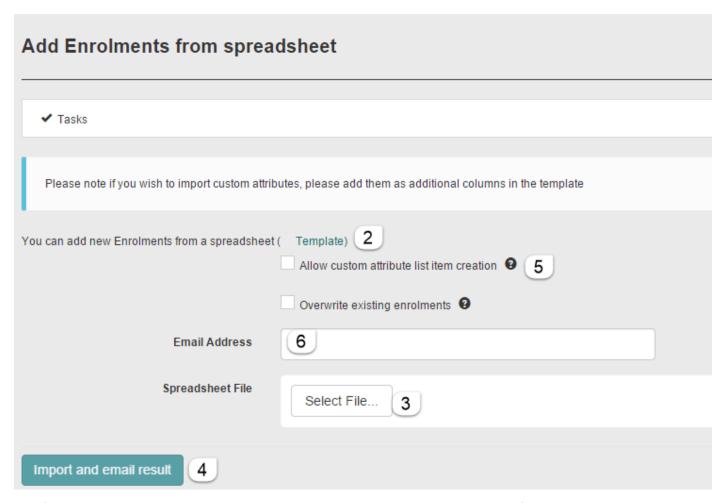


To Import Learning History select Manage Learning >Enrolments



- 1. Click Import Learning History
- 2. Click **Template** to download the sample file, then populate this spreadsheet with your data, save it, and select it from your local browser using **Select File**
- 3. Alternatively search for and select your own file from the local browser using Select File
- 4. Click Import and email result.
 - Note:
- 5. Check Allow custom attribute list item creation if your Excel file contains custom attributes
- 6. Make sure that the email address is correct for receipt of the summary of import results





If you check **Overwrite existing enrolments** then the data imported about a User's Enrolment in a Catalogue Item will overwrite existing data in the CLS about that User's Enrolment in that Catalogue Item if it exists.