

# 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 [Import Learning History](#) and through RPL (Recognition of Prior Learning) if it has previously been activated, see [RPL](#). 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.

The screenshot shows the Janison CLS interface. At the top, there is a search bar and a user profile for 'Administrator'. The left sidebar contains a 'Manage Learning' section with a red box around 'Enrolments'. The main content area is titled 'Enrolments' and features a search bar with the text 'Search for User by name, email or username'. Below this is a table with the following data:

<input type="checkbox"/>	Name and Username	Catalogue Item	Created	Completed
<input type="checkbox"/>	Administrator admin	Design - creating courses	24 Jul	

On the right, a dropdown menu is open, showing options: Home, Manage People, **Manage Learning** (highlighted with a red box), Design, Settings, My Account, My Calendar, and Logout.

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 [View More about an Enrolment](#)).

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.

1

3

Name and Username

Catalogue Item

Created

Completed

Status

Attempt

4

Administrator

admin

English

09 Jul 2014

Incomplete

Administrator

admin

Biology

07 Apr 2014

Not Attempted

Administrator

admin

Catalogue Item 1

07 Apr 2014

Declined

Administrator

admin

Chemistry

07 Apr 2014

Pending

Administrator

admin

Demonstration Assessment Module

11 Mar

Incomplete

Open

Administrator

admin

Amazing Facts

19 Mar

Incomplete

Administrator

admin

Survey

09 Jan

09 Jan

Completed

Completed

Administrator

admin

Janison-Help

15 Jan

15 Jan

Completed

Administrator

admin

Training Survey

14 Jan

14 Jan

Completed

Completed

1

2

3

20 items per page

1 - 20 of 49 items

Delete

2

## View More about an Enrolment

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

<input type="checkbox"/>	Administrator admin	Biology	07 Apr 2014	Not Attempted	... 
--------------------------	------------------------	---------	-------------	---------------	---

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](#))

## Enrolment

In Janison Course Janison Cloud Learning System For Administrator

[Edit Enrolment](#)
☒ Tasks

☐ Notes

☐ Attachments

Status ● Incomplete [Change](#)

Created Tuesday, 19 November 2013

Start date Tuesday, 19 November 2013

Due date None

First visit Wednesday, 20 November 2013

Completed date None

Expiry Date None

Points None

> Progress Details

> Enrolment purchase details

> Recent activities

## 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


<input type="checkbox"/>	Administrator admin	Biology	07 Apr 2014	Not Attempted	<a href="#">View More</a>
--------------------------	------------------------	---------	-------------	---------------	---------------------------

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.







## Enrolment

In Janison Course Janison Cloud Learning System For Administrator

 Delete Enrolment

4

1

Created	<input type="text" value="19/11/2013"/>	
Start Date	<input type="text" value="19/11/2013"/>	
Due Date	<input type="text"/>	
First Visit	<input type="text" value="20/11/2013"/>	
Completed Date	<input type="text"/>	
Expiry Date	<input type="text"/>	
Comments	<input type="text"/>	
Points	<input type="text"/>	

### ▼ Competency Progress

This is a list of Competencies awarded by completing this endorsement. Competencies can be earned through completion of the entire Catalogue Item, or one of the Learning Assets that belong to the Catalogue Item

#### From Learning Assets linked to this Catalogue Item

No Records To Display

Code	Name	Active	Validity	Actions
------	------	--------	----------	---------

2

Select Competency

+

Save Enrolment or Cancel

3

### ► Recent activities

## 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**.

The screenshot shows the 'Enrolments' search interface. At the top right are buttons for 'RPL' and 'Import Learning History'. The main search area contains several input fields and filters. Callout 1 points to the header 'Search for User by name, email or username'. Callout 2 points to the first search input field. Callout 3 points to the 'Search for Catalogue Item Names' field. Callout 4 points to the 'Status' section, which includes a checked 'All' option and several unchecked status options: Cancelled, Not Attempted, Incomplete, Overdue, Completed, Pending, and Expired. Callout 5 points to the 'Search' button. Callout 6 points to the 'Reset Search' button. Callout 7 points to the 'Reset Search' button. Below the search area is a table with columns: Name and Username, Catalogue Item, Created, Completed, Status, and Attempt. The first row shows an administrator named 'admin' with the catalogue item 'Design - creating courses', created on '24 Jul', with a status of 'Incomplete', and an 'Attempt' column with a menu icon.

## 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 screenshot shows the top part of the 'Enrolments' interface. The 'RPL' button is highlighted with a red box, and a callout '1' points to it. The 'Import Learning History' button is also visible.

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**

**Manage Learning**

- Payment Transactions
- Manage Sessions
- Manage Catalogue
- Enrolments
- Manage Competencies
- Endorsement Queue
- Manage CPD
- Manage CPD progress
- Assign Learning
- Add Learning
- Manage Learning Assets
- Approve Learning
- Assignment Submission
- Assessment Events**
- Marking
- Marking Projects
- Report APLe

## Recognition of Prior Learning

Catalogue Item\*

User\*

Completed Date\*

Points

Comments

**Save RPL** or Cancel

## 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).

OwnerId	ProgramId	User Id	Lesson Status	Date Last Visited	Date Completed	First Visit	Date Created	Due Date	Start Date	Expired Date	Score	Points	Comments	Certificate Number
Course101	Program100	MyUsername01	Completed	21/09/2012	21/09/2012	11/09/2012	11/09/2012	01/10/2012	01/09/2012	01/09/2012	80	10	Comment on user enrolment progress	11432

To Import Learning History select **Manage Learning >Enrolments**

**Enrolments**

RPL **1** **Import Learning History**

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



## Add Enrolments from spreadsheet

✓ Tasks

Please note if you wish to import custom attributes, please add them as additional columns in the template

You can add new Enrolments from a spreadsheet ( [Template](#) )

2

☐ Allow custom attribute list item creation ?

5

☐ Overwrite existing enrolments ?

Email Address

6

Spreadsheet File

Select File...

3

Import and email result

4

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.