

# Mass Enroll in a Course

## Mass Enroll in a Course

The objective of this guide is to Mass Enroll Teammates in a Course.

### Security Role

- Course Facilitator
- Learning Administrator

Please note: The following can be done as a Mass Enrollment as a Learning Administrator or as the facilitator to a specific course.

## Contents

Drop a Course.....	<b>Error! Bookmark not defined.</b>
Acceptance Criteria.....	1

## Enroll a Learner

1. Using the search bar at the top of the screen begin typing, Find Workers to Enroll – Learning Admin Mass Enroll until the report populates on the screen.
  - b. Select the Find Workers to Enroll – Learning Admin Mass Enroll Report.
2. Within the report, you can search for learners using:
  - a. Search Bar (Name Only)
  - b. Current Search Filters.
3. Utilize the current search Filters on the left side of the screen to find your learners in bulk based on specific factors (e.g., Cost Center, Job Family, Location, etc.)
4. When searching by name you can only enroll one user at a time. If the search results yield users with the same name, there are ways to differentiate using the following:
  - a. Job Title
  - c. Email address
  - d. Cost Center
  - e. Manager Name
5. Once learner(s) to enroll have been narrowed down, select the checkbox next to the name(s).
6. Select Learning Mass Enroll.
7. A prompt will pop up to select the Learning Content. The Learning Content search field should be populated with the course title. (Caveat: This field only allows one course title)
  - a. Begin typing the course title or keywords in the search bar and select enter.
  - b. The associated course title(s) will populate.
  - b. Select the course then select OK.
8. On the review screen you have the option to assign the lesson as required learning.
  - a. Assign as Required Learning: Select Yes or No.
  - b. When selecting Yes, the option to apply a due date will appear.

## Acceptance Criteria

9. Verify that you have successfully enrolled the employees in a course on using that same report.