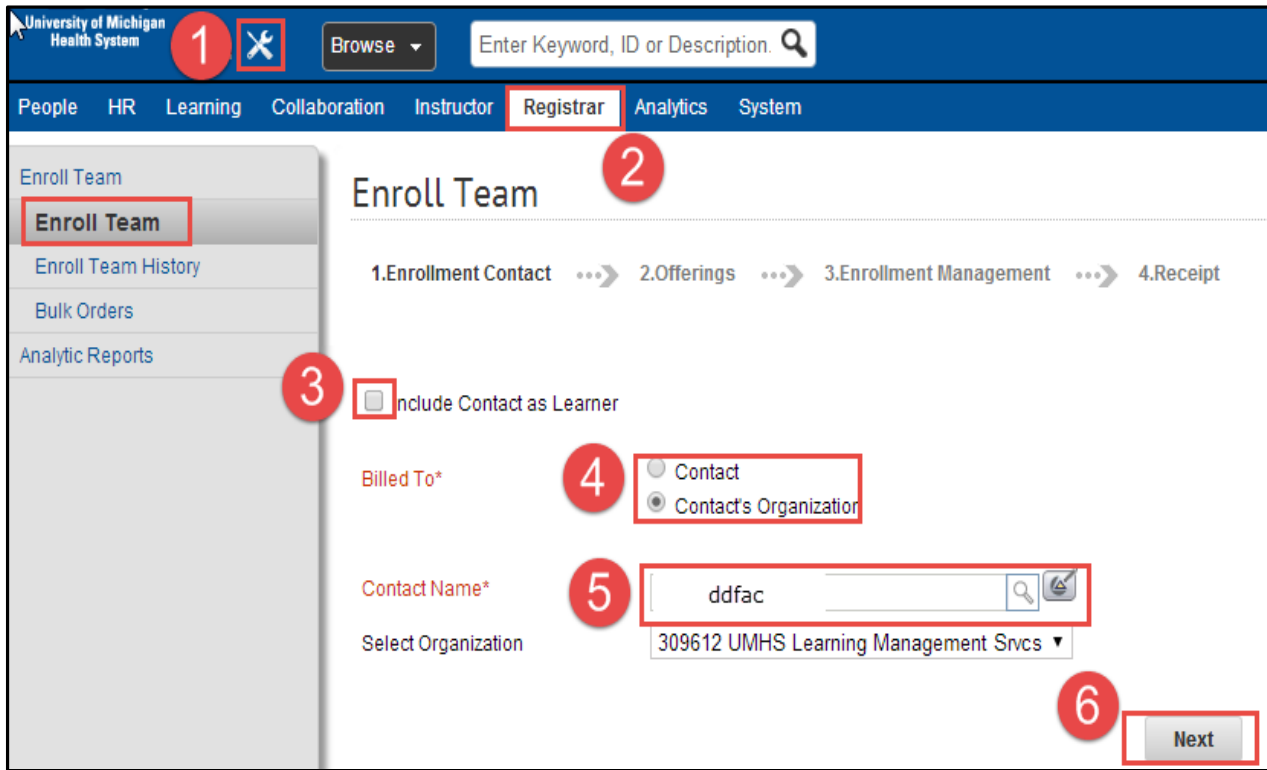


## Instructor: Enrolling a Learner in an Offering Assessment

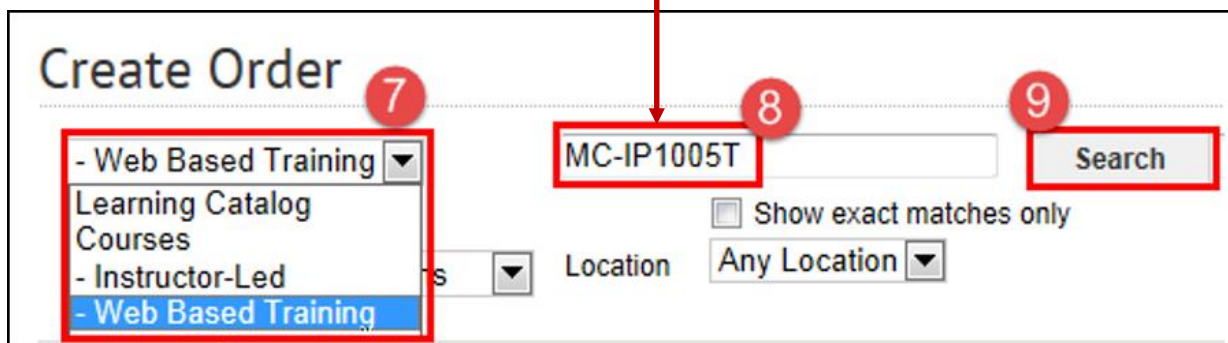
1. Click the **Admin** Icon at the top of the screen.
2. Select **Registrar** in next line of navigation.
3. Assure the **Include Contact as Learner** selection box is not checked.
4. Ignore all billing. Classes are free.
5. Assure the Instructor's Uniqname is correct in the **Contact Name** field.
6. Click the **Next** button.



7. Select Web Based Training from the drop down box.
8. Enter Course or Assessment ID in the Search Field.
9. Click the **Search** button.

Note:

- MiChart **Course IDs** end in a **C**.
- **Assessment IDs** end in a **T**.
- The Course Code "**C**" is replaced by the "**T**" to result the Assessment only.



**Instructor: Enrolling a Learner in an Offering Assessment**

10. Click the **Select** button next to the title.
11. Click the **Register** button.

**Create Order**

- Web Based Training  
Learning Catalog  
Courses  
- Instructor-Led  
- Web Based Training

MC-IP1005T Search

Show exact matches only

Location Any Location

Page View Table View

Sort By Relevance 35 results per page

Inpatient Nurse Test 1 (00001631,Version:1.0.0)

Offered As: Web Based Training  
Language: English  
Duration: 00:30

Register

12. Click **Set Learner** to enroll one person OR **Add Common Learners** for more than one.

**Create Team Enroll**

Add Common Learners

Add learners to all offerings in the page simultaneously. To add learners to each offering separately, click the 'Add Learners' link for an offering.

Assessment Troubleshooting Course 1 (Web Based Training, ID: 00001422)

Learner	Status	Actions
No Learner Assigned	Confirmed	Set Learner Remove From Cart Notes

Continue Shopping Finish Team Enroll

See next page and Steps 16-18.

## Instructor: Enrolling a Learner in an Offering Assessment

13. Search for the learner(s) name(s).
14. Click the **Select Box** next to the name in the results.
15. Click the **Select Button**, if prompted.

### Search Person, Internal

Population\* Internal

Last Name

Uniqname

Organization

Domain

First Name

UMID

Manager

Location

Person Type -Select One-

**13**

**15**

#### People

[Print](#) | [Export](#)

<input type="checkbox"/>	First Name	Last Name	Uniqname	Person Type	UMID	Organization	Location	Manager
<input checked="" type="checkbox"/> <b>14</b>	Allison	Armadillo	TEST7		TEST7	01C Testing Org		BECKSTEI
<input checked="" type="checkbox"/>	Brent	Butterfly	TEST8		TEST8	01C Testing Org		TEST7

16. Confirm correct learner name(s) on the **Create Team Enroll** page.
17. If **No Learner Assigned** is still listed, click the **Remove from Cart** hyperlink
18. Click **Finish Team Enroll** button.

### Create Team Enroll

▼ Inpatient Nurse Test 1 (Web Based Training, ID: 00001631)

Learner	Status	Actions
No Learner Assigned	Confirmed	<a href="#">Set Learner</a> <input checked="" type="button" value="Remove From Cart"/> <b>17</b> <a href="#">Notes</a>
Allison Armadillo <b>16</b>	Confirmed	<a href="#">Remove From Cart</a> <a href="#">Notes</a>
Brent Butterfly	Confirmed	<a href="#">Remove From Cart</a> <a href="#">Notes</a>

**18**

The Registration Confirmation page opens confirming registration.