

## Instructor: Creating a Post Enroll Event to Enroll and Complete Learners

Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

### Part I: Create an Offering if not Currently Existent (the same process used with the current MLearning system).

1. Request the creation of a **NEW** Instructor Led Training course (ILT) or **NEW** Post Enroll event for your use.
  - Access and complete the online forms at <https://mlearning.med.umich.edu/home/?param=forms01> to
  - Forward the forms to MLearning for course creation in the NEW MLearning 2.0
  - MLearning provides the needed information to the requestor for the post enrollment process.
2. Complete the Post-Enroll by following instructions in **Part II** (Add Attendees) and **Part III** (Marking Learners)

### Part II: Add Attendees to the Offering (e.g Enrolling Learners)

1. Open ML 2.0 and **find the instructor schedule** via this path:
  - **Admin Icon > Instructor Tab > Instructor Schedule>Past Sessions** (page defaults to **Upcoming Sessions**)
2. Review results for **Offering Title**, **Start Date** and **Time** of the offering of interest.
3. Hover over the **Actions** hyperlink.
4. Click the **Mark Results** hyperlink to open the **Learning Details: Results (Results)** pop-up page.
  - If interrupted in this process at any time, follow Steps 1-4 to continue with the Post Enroll.

**Important:** Using the *Mark Attendance* hyperlink **will not** assign a status of Successful, Attended or Completed.

The screenshot shows the MLearning Instructor Schedule interface. The top navigation bar includes 'People', 'HR', 'Instructor', 'Registrar', and 'Analytics'. The 'Instructor' tab is selected. The main content area is titled 'Instructor Schedule' and has two tabs: 'Upcoming Sessions' and 'Past Sessions'. A search bar is present with the text 'Start Date >=' and a 'Search' button. Below the search bar is a table with columns: 'Offering Title', 'Delivery Type', 'Session Template', 'Start Date', 'Start Time', 'End Date', 'End Time', and 'Actions'. Two rows of data are visible. The first row is for 'Erik's Test Course for ILT Reg process' on 01/05/2015. The second row is for 'Erik's Test Course for ILT Reg process' on 01/12/2015. The 'Actions' column for the first row has a dropdown menu with options: 'View Evaluations', 'Mark Result', 'View Roster', and 'Mark Attendance'. The 'Mark Result' option is highlighted. Red callouts and arrows indicate the following steps: 1. Click the 'Instructor' tab in the navigation bar. 2. Click the 'Past Sessions' tab. 3. Click the 'Actions' link in the table. 4. Click the 'Mark Result' option in the dropdown menu. A red box contains the text: 'Click Past Sessions to find offering dates prior to the current date/time.'

Offering Title	Delivery Type	Session Template	Start Date	Start Time	End Date	End Time	Actions
Erik's Test Course for ILT Reg process	Instructor-Led	Mon 02:00pm-06:00pm: 4 hrs	01/05/2015	14:00	01/05/2015	18:00	View Evaluations Mark Result View Roster Mark Attendance
Erik's Test Course for ILT Reg process	Instructor-Led	Mon 02:00pm-06:00pm: 4 hrs	01/12/2015	14:00	01/12/2015	18:00	Actions

## Instructor: Creating a Post Enroll Event to Enroll and Complete Learners

Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

5. Click the **Add Learner** hyperlink on the **Results** pop-up page to open the **Select People** pop-up.

Learning Details: Erik's Test Course for ILT Reg process

Offering Information

ID TSH TEST 4

Status Open - Normal

Offering Details Roster Attendance **Results**

Learning Results **5** Add Learner Mark All Learners

No items found.

6. Use the resulting **Select People** pop-up to add learners – 2 options:
  - To add learner names using a **Manager name, Organization code, or individually** – follow **Option 1**.
  - To add learner names via a **CSV file upload** – follow **Option 2**.

### Option 1: Use the **Select People** Pop-Up To Result Individual names or a List of Names.

1. Assure the **Search for available learners** radio button is clicked (default).
2. Place your unqname in the **Contact Name** field
3. Place a **Manager** name, an **Organization** code or an individual **name** in in the appropriate fields.
4. Click the **Search** button to result a name, or a list, associated with the Manager name/Organization code.

Select People

Select Input Type

Upload a CSV File

**1**  Search for available learners

Search for learners who have submitted requests on this course

**2** Contact Name\* DDEMEEST

Population Internal First Name

Last Name **3** Uniqname UMID

Organization Location

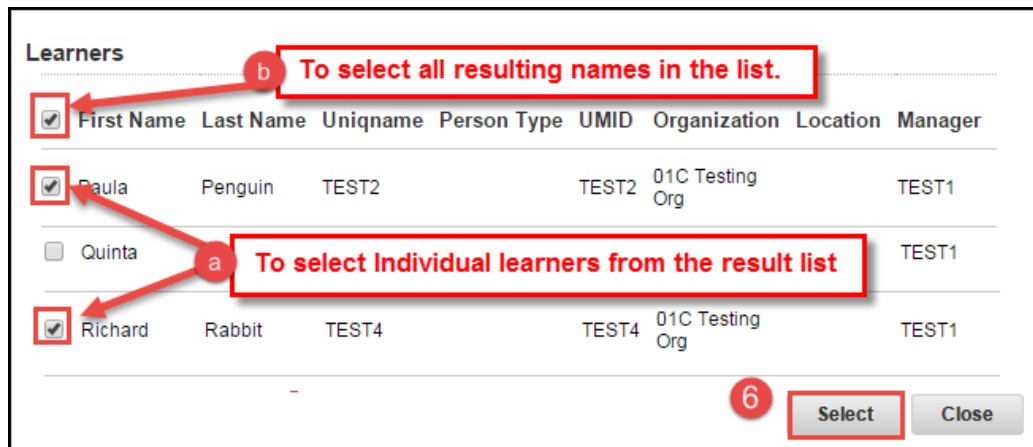
Domain Person Type -Select One-

**4** Search

## Instructor: Creating a Post Enroll Event to Enroll and Complete Learners

Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

5. **Select individual names** to add to the offering by individually checking the **Select Box** next to a specific name or names **(a)** or **Select All (b)** by checking the **Select Box** at the top, next to **First Name**.



6. Click the **Select** button to add all selected names to the offering.

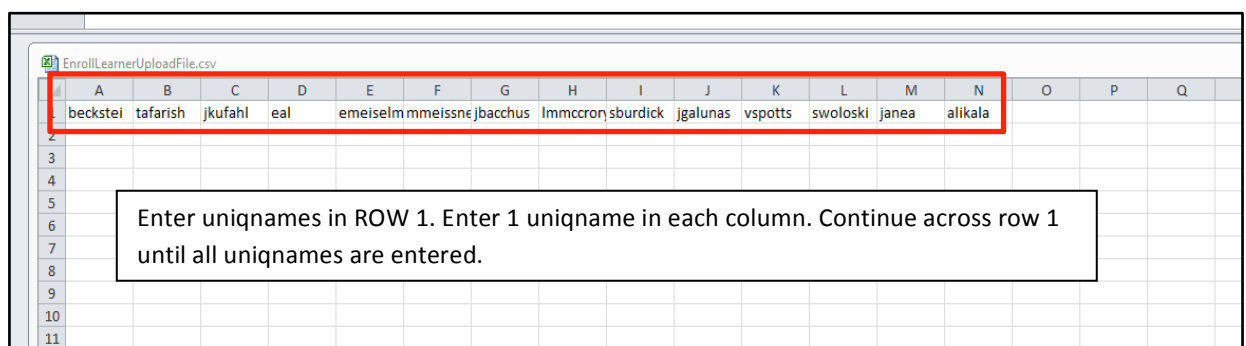
**Important:** To add and select additional names **repeat Option 1, Steps 1 – 6.**

7. Continue to **Part III: Marking Learners as Successful (Attended or Completed)**

**Note:** Part III assumes the **Results** are marked immediately after completing **Part II**. When a break occurs between **Part II** and **Part III**, access the **Results** page following the steps in **Part II** to complete the process.

### Option 2: Use the **Select People** Pop-up to Add Learners Using a CSV File Upload

- Create the CSV file of Learner names.
  1. In Excel, enter all attendee’s uniqname names **across Row 1**, each in separate cells.



2. Name the file and save as a CSV (Comma Delimited) file in an easily accessible folder.

**Instructor: Creating a Post Enroll Event to Enroll and Complete Learners**

Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

- Upload the file using the **Select People** pop-up.
  3. Click the **Upload a CSV file** radio button under **Select Input Type**.
  4. Enter your username in the **Contact Name** field.
  5. Browse for the file by clicking the **Choose File** button.
  6. Click the **Import File** button when file is selected.
  7. Click the **Close** button to open a printable **Registration Confirmation**.

The screenshot shows the 'Select People' pop-up form. It has a title 'Select People' and a section 'Select Input Type' with three radio buttons: 'Upload a CSV File' (selected and circled with a red 3), 'Search for available learners', and 'Search for learners who have submitted requests on this course'. Below this is a 'Billed To' section with two radio buttons: 'Contact' and 'Contact's Organization' (selected and circled with a red 4). The 'Contact Name\*' field contains 'ddemeest' and is circled with a red 4. The 'Upload File' section has a 'Choose File' button (circled with a red 5) and a text box showing 'No file chosen'. To the right is an 'Import File' button (circled with a red 6). At the bottom right is a 'Close' button (circled with a red 7). A red box at the bottom contains the text: 'Once the file is selected, the file name appears here.' with an arrow pointing to the 'No file chosen' text box.

8. Click **Close** on the Confirmation page to open the Results page with the list of names from the CSV file.
9. Continue to **Part III: Marking Learners as Successful (Attended or Completed)**
8. Click the **Select** button to add all selected names to the offering.

**Important:** To add and select additional names repeat Option 2, Steps 1 – 6.

9. Continue to **Part III: Marking Learners as Successful (Attended or Completed)**

## Instructor: Creating a Post Enroll Event to Enroll and Complete Learners

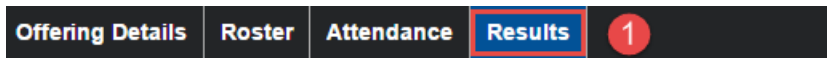
Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

### Part III: Mark Learners as Successful (also known as Completed or Attended)

**Note:** Part III assumes the **Results** are marked immediately after completing **Part II**.

When a break occurs between **Part II** and **Part III**, access the **Results** page following the steps in **Part II** to access the **Learning Details: Results** page and complete the process.

1. Check that the **Results** tab on the top of the page is high-lighted blue or click the **Results** tab to open the **Learning Details: Results** page to continue.



**Important: Remember** to use the **Results** tab **NOT** the Attendance tab.

**Note:** Learner names entered using Options 1 or 2 result under **Learning Results: Learner Name** and the **Status** column next to all names shows **Not Evaluated** in the dropdown.

Learning Results							<a href="#">Add Learner</a>	<a href="#">Mark All Learners</a>
<input type="checkbox"/>	Learner Name	Status	Score	Grade	Registration Date	Credits	Actions	
<input type="checkbox"/>	Oliver Owl	Not Evaluated	0		12/30/2014	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Evaluation</a> <a href="#">Adjust Price</a>	

2. Click the **Mark All Learners** hyperlink to open the **Mark All Learners** pop-up page.

Learning Results							<a href="#">Add Learner</a>	<a href="#">Mark All Learners</a>
<input type="checkbox"/>	Learner Name	Status	Score	Grade	Registration Date	Credits	Actions	
<input type="checkbox"/>	Oliver Owl	Not Evaluated	0		12/30/2014	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Evaluation</a> <a href="#">Adjust Price</a>	

3. Pick **Successful** from the **Status** drop down box to mark the Learners “Complete” or “Attended”.

**Important:** Entering a “Score” or “Grade” **will NOT** mark the learner successful, attended or completed.

4. Click **Save** in the pop-up.

See Screen Shot on next page.

## Instructor: Creating a Post Enroll Event to Enroll and Complete Learners

Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

5. The **Successful** status update appears for all Learners as a Successful completed learning:

- Across all the **Results** pages.

Learning Results							Add Learner   Mark All Learners
<input type="checkbox"/>	Learner Name	Status	Score	Grade	Registration Date	Credits	Actions
<input type="checkbox"/>	Oliver Owl	Successful	0		12/30/2014	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Evaluation</a> <a href="#">Print Certificate</a> <a href="#">Adjust Price</a>
<input type="checkbox"/>	Paula Penguin	Successful	0		12/30/2014	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Evaluation</a> <a href="#">Print Certificate</a> <a href="#">Adjust Price</a>
<input type="checkbox"/>	Richard Rabbit	Successful	0		12/30/2014	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Evaluation</a> <a href="#">Print Certificate</a> <a href="#">Adjust Price</a>

1 2 3 4 Next

Clear

**Important:** Use the Edit hyperlink under Actions to change an individual score from “Successful” to “Unsuccessful”. Remove a name by using the Delete hyperlink.

- In the Learner's **Completed Learning (Transcript)**

Completed Learning for Oliver Owl						
Active		Inactive				
From	10/08/2014	To	01/06/2015			
Delivery Type	All	<input type="button" value="Search"/>				
Completed Learning						Add Completed Learning   Print   Export   Modify Table
Course No	Item Name	Status	Ended/Completed On Date	Grade	Credits	Actions
TEST-10001	Erik's Test Course for ILT Reg process	Successful On: 12/30/2014 Score: 0	02/28/2014			Actions
Registration Date: 02/28/2014						