

Facilitator: 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 mlearn.sites.uofmhosting.net/add-edit-ilt-forms/
 - 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)

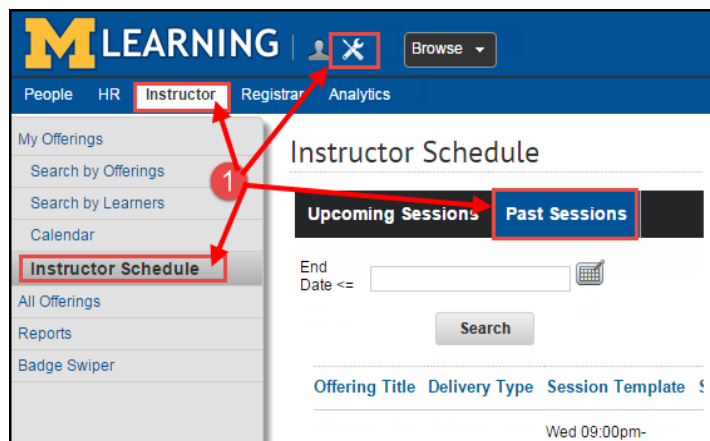
Accessing an event you created and/or are listed as the instructor:

Find the instructor schedule via this path:

1. **Admin Icon > Instructor Tab > Instructor**

Schedule>Past Sessions

- Page defaults to **Upcoming Sessions**
- Click **Past Session** to find offering dates prior to the current date/time.



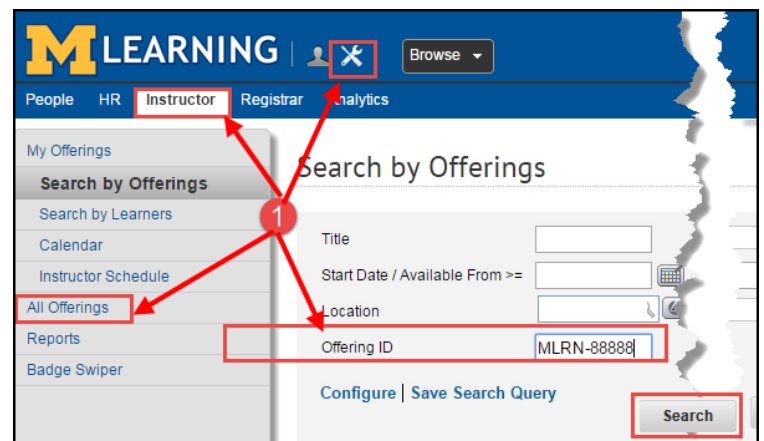
Accessing an event that you did not create and/or are not listed as the instructor:

Find the offering following this path:

1. **Admin Icon > Instructor Tab > All Offerings**

- Enter the Offering ID in the Offering ID field
- Click **Search**

Note: Searches may be done by title.



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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.

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 Results 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

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

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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**.

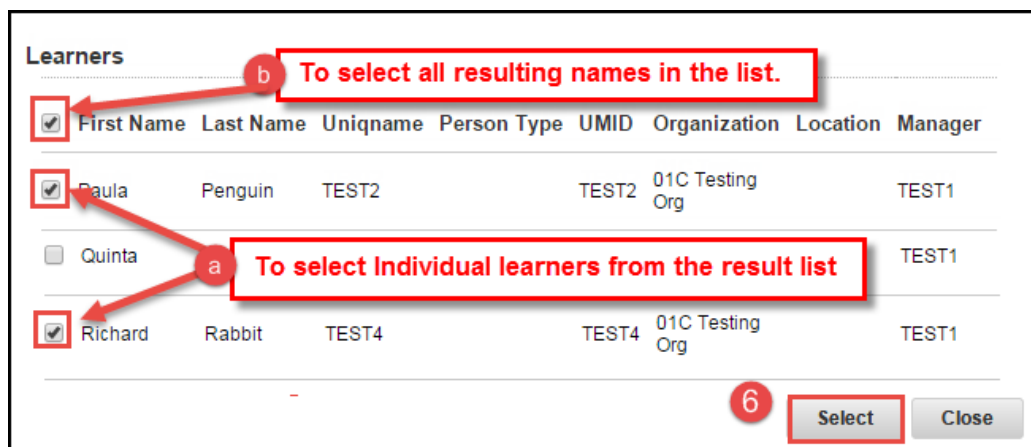
Option 1: Use the **Select People** Pop-Up To Result Individual names or a List of Names.

1. Assure the **Search for available learners** radio button is clicked (default).
2. Place your unickname 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.

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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.

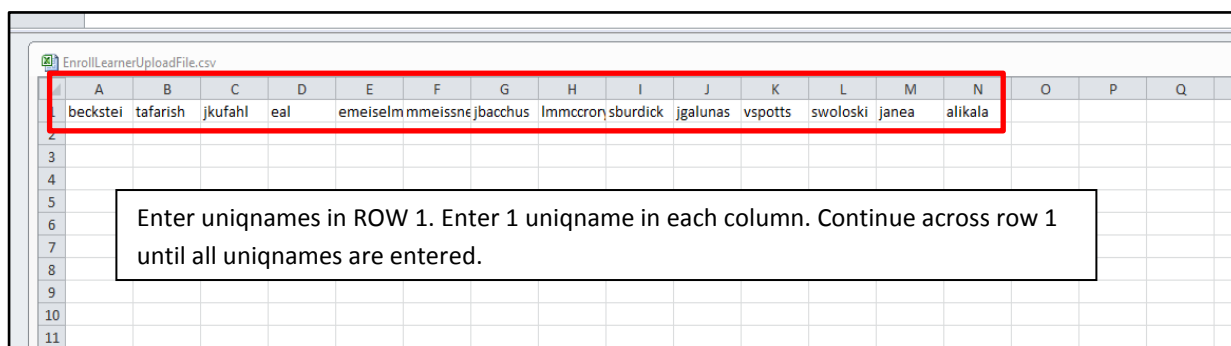
Important: To add and select additional names **repeat Option 1, Steps 1 – 6**.

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.

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- 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). 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)**

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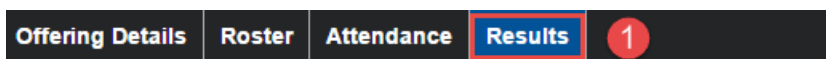
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Part III: Mark Learners as Successful (also known as Completed or Attended)

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

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

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

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.

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

- Across all the **Results** pages.

Learner Name	Status	Score	Grade	Registration Date	Credits	Actions
Oliver Owl	Successful	0		12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price
Paula Penguin	Successful	0		12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price
Richard Rabbit	Successful	0		12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price

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)**

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