

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).

- 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.
- 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)

- 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**)
- Review results for **Offering Title**, **Start Date** and **Time** of the offering of interest.
- Hover over the **Actions** hyperlink.
- 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.

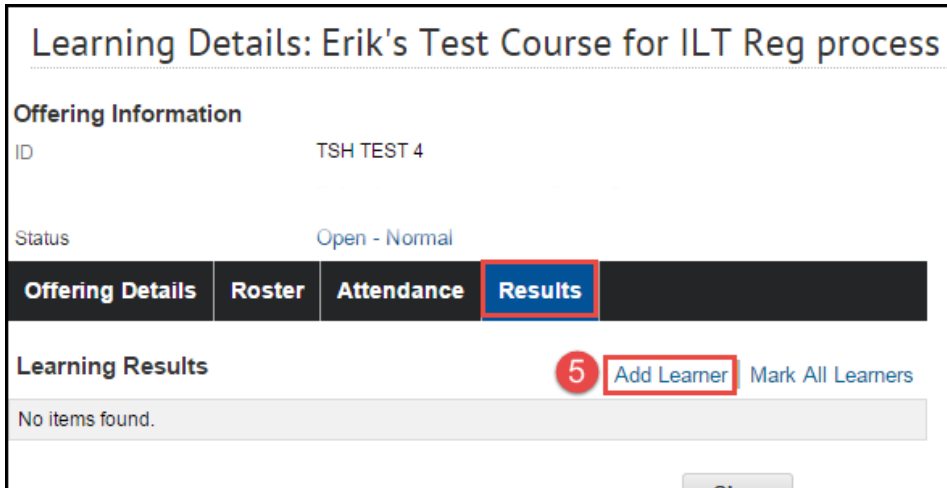
The screenshot shows the MLearning Instructor Schedule page. The navigation menu on the left includes 'Instructor Schedule' (highlighted with a red box and arrow labeled '1'). The main content area has two tabs: 'Upcoming Sessions' and 'Past Sessions' (highlighted with a red box and arrow labeled '2'). A search bar is present above the table. The table lists offerings with columns: Offering Title, Delivery Type, Session Template, Start Date, Start Time, End Date, End Time, and Actions. Two rows are visible, both for 'Erik's Test Course for ILT Reg process'. The first row has a date of 01/05/2015 and a time of 14:00. The second row has a date of 01/12/2015 and a time of 14:00. The 'Actions' column for the first row is highlighted with a red box and arrow labeled '4', showing options: 'View Evaluations', 'Mark Results', 'View Roster', and 'Mark Attendance'. The 'Mark Results' option is highlighted with a red box and arrow labeled '3'. A red box with text 'Click Past Sessions to find offering dates prior to the current date/time.' points to the 'Past Sessions' tab. A red box with text '1' points to the 'Instructor' tab in the top navigation bar.

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

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- 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**

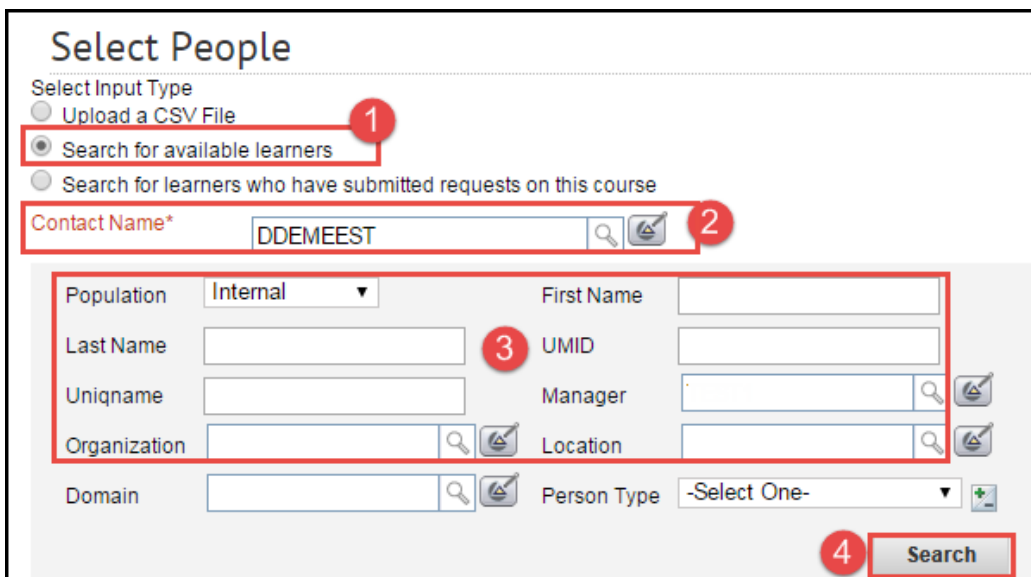
Learning Results 5 Add Learner [Mark All Learners](#)

No items found.

- 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.

- Assure the **Search for available learners** radio button is clicked (default).
- Place your unqname in the **Contact Name** field
- Place a **Manager** name, an **Organization** code or an individual **name** in in the appropriate fields.
- 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

Search for available learners

Search for learners who have submitted requests on this course

Contact Name* DDEMEEST

Population Internal First Name

Last Name UMID

Uniqname Manager

Organization Location

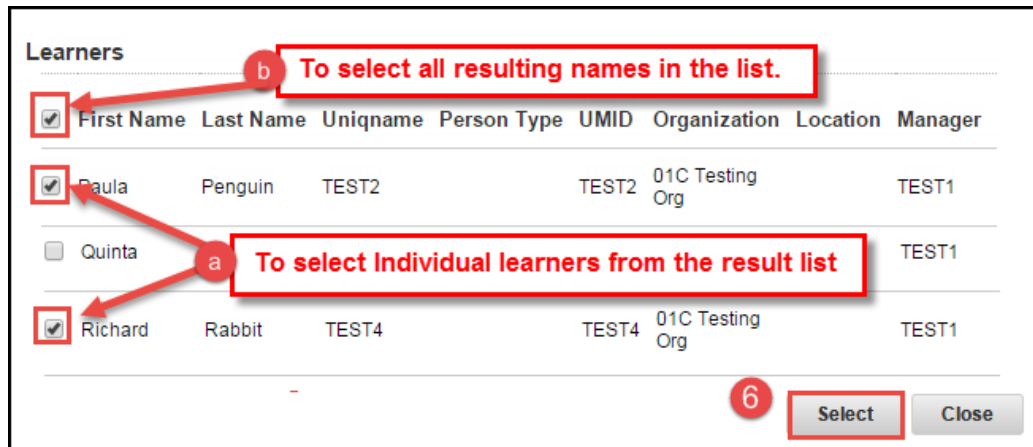
Domain Person Type -Select One-

4 Search

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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.

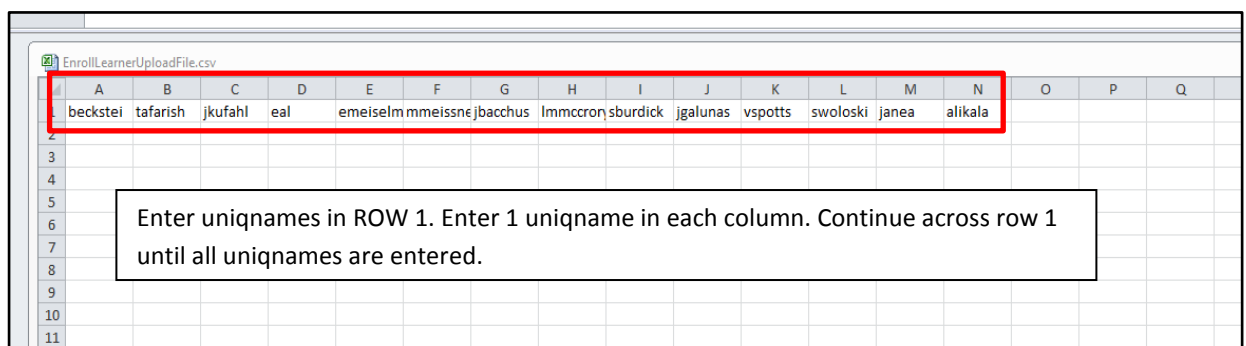
Important: To add and select additional names **repeat Option 1, Steps 1 – 6.**

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 unqname 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**.

Select People

Select Input Type

Upload a CSV File **3**

Search for available learners

Search for learners who have submitted requests on this course

Billed To

Contact

Contact's Organization **4**

Contact Name* **4**

Upload File **5** No file chosen **6**

7

Once the file is selected, the file name appears here.

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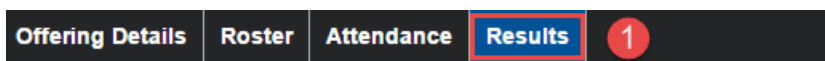
Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

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							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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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.

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