

Manager: 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).

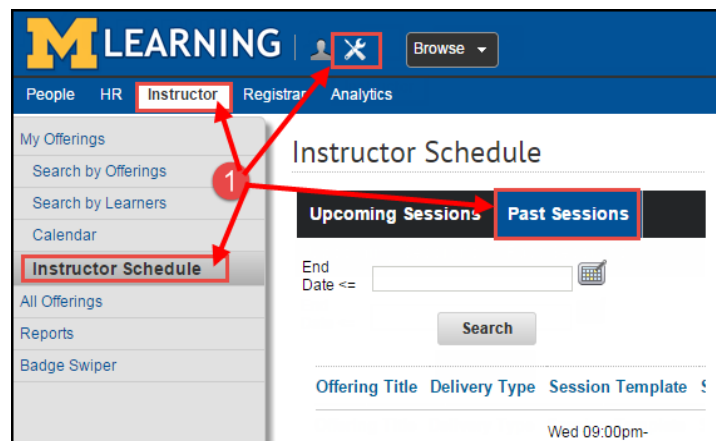
1. Request the creation of a **NEW** Instructor Led Training course (ILT) or **NEW** Post Enroll event for your use.
 - Access and complete the online forms at mlearn.sites.uofmhosting.net/add-edit-ilt-forms/
 - Forward the forms to MLearning for course creation in the NEW MLearning 2.0
 - MLearning 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.

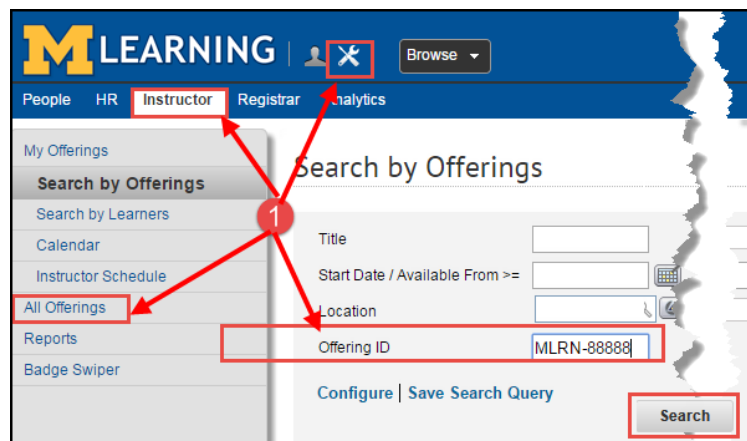


Accessing an event that you did not create and/or are not listed as the instructor:

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.

University of Michigan Health System

People HR **Instructor** Registrar Analytics

My Offerings
Search by Offerings
Search by Learners
Calendar
Instructor Schedule
All Offerings
Create Offering
Reports

Instructor Schedule

Click Past Sessions to find offering dates prior to the current date/time.

Upcoming Sessions **Past Sessions**

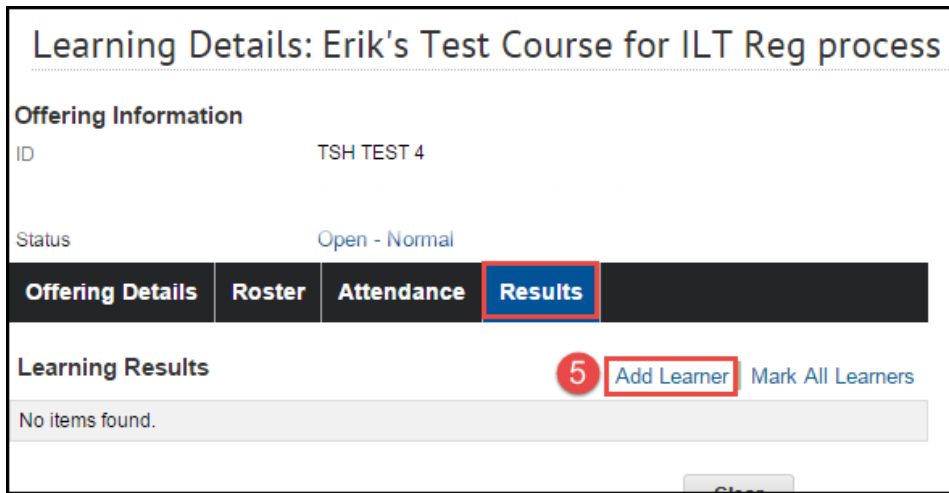
Start Date >=

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 4 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	3 Actions

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

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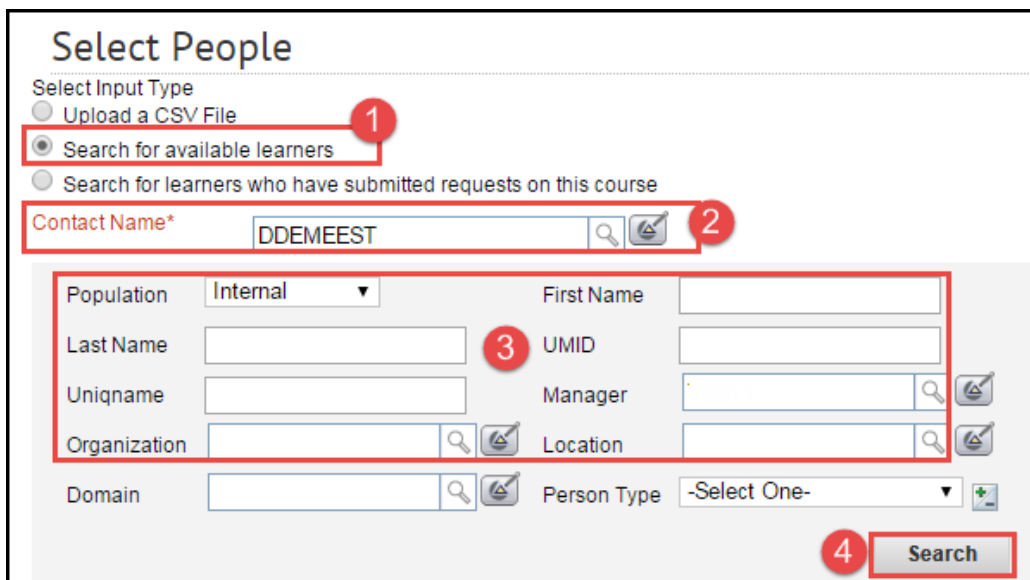


6. Use the resulting **Select People** pop-up to add learners – 2 options:

- 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.

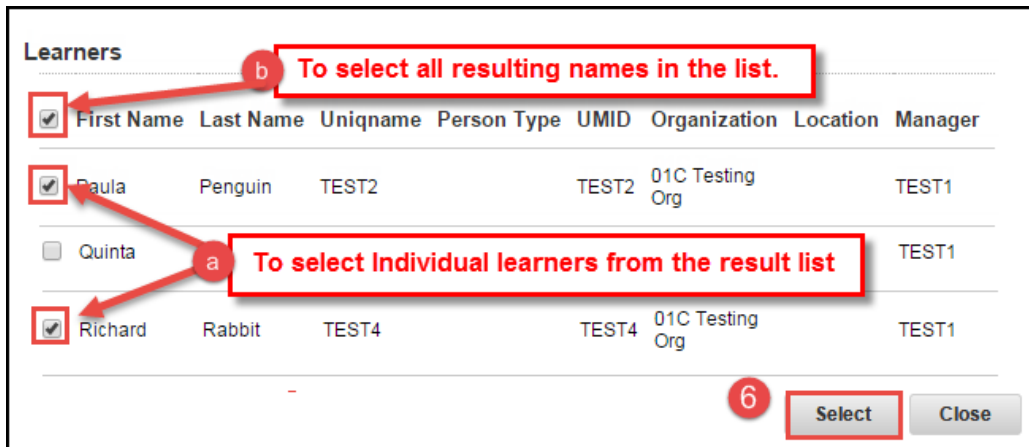
1. Assure the **Search for available learners** radio button is clicked (default).
2. Place your unickname in the **Contact Name** field
3. Place a **Manager** name, an **Organization** code or an individual **name** in in the appropriate fields.
4. Click the **Search** button to result a name, or a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

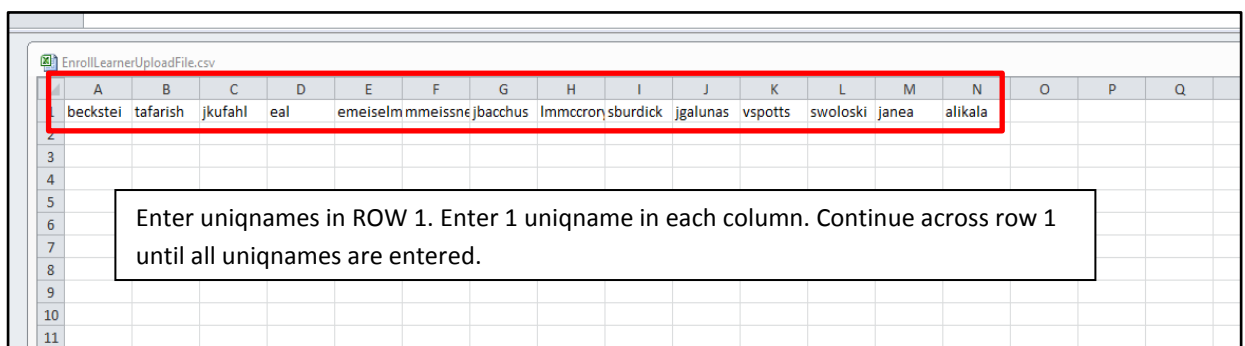
Important: To add and select additional names **repeat Option 1, Steps 1 – 6.**

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 unickname 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 in red with a '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). A 'Contact Name*' field contains 'ddemeest' and is circled in red with a '4'. Below the field is an 'Upload File' section with a 'Choose File' button (circled in red with a '5'), a text box showing 'No file chosen', and an 'Import File' button (circled in red with a '6'). At the bottom is a 'Close' button (circled in red with a '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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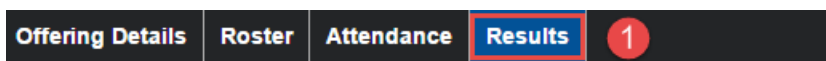
Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

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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Mark All Learners : Erik's Test Course for ILT Reg process More Actions

Mark all learners with status "Not Evaluated" as

Status: 3

Score:

Grade:

Also include learners currently marked "Unsuccessful" 4

Leave select box unchecked Save Close

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	<input type="text" value="0"/>	<input type="text"/>	12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price
<input type="checkbox"/>	Paula Penguin	Successful	<input type="text" value="0"/>	<input type="text"/>	12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price
<input type="checkbox"/>	Richard Rabbit	Successful	<input type="text" value="0"/>	<input type="text"/>	12/30/2014	0	Edit Delete View Evaluation Print Certificate Adjust Price

1 2 3 4 Next Clear Save Add Offering to Completed Course Cancel

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: To:

Delivery Type: 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