

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 for Your Learning Activity if You Don’t Already Have One

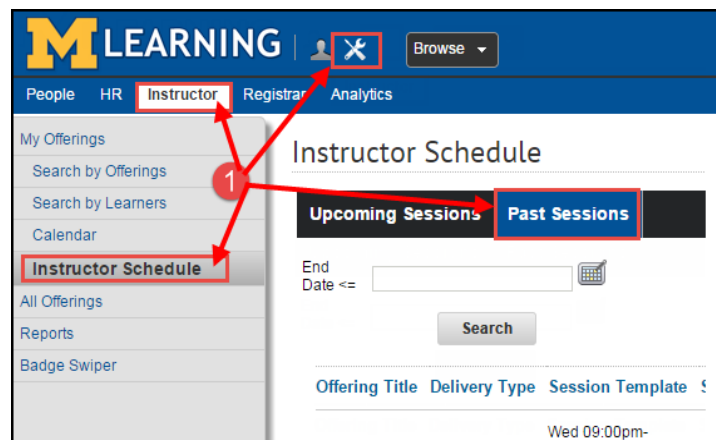
1. Request the creation of a **NEW** Instructor Led Training course (ILT) or **NEW** Post Enroll event for your use.
 - Access and complete the online forms at <http://mlearn.sites.uofmhosting.net/session-requests-new/>
 - MLearning provides the needed information to the requestor for the post enrollment 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:

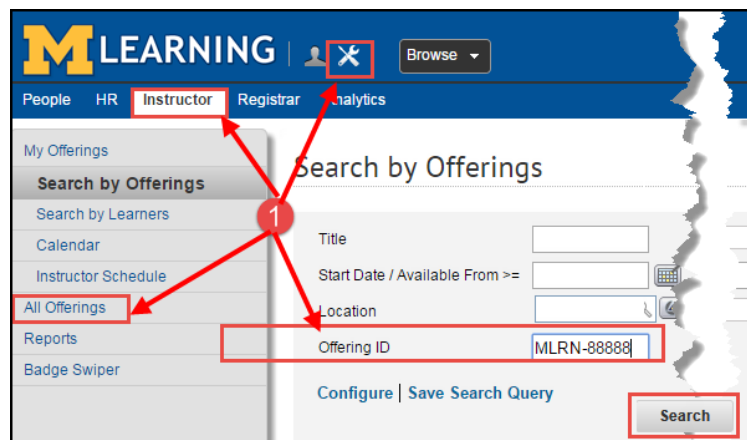
1. **Admin Icon > Instructor Tab > Instructor Schedule>Past Sessions**
 - Page defaults to **Upcoming Sessions**
 - Click **Past Session** to find offering dates prior to the current date/time.



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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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 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.

Select People

Select Input Type

Upload a CSV File 1

Search for available learners

Search for learners who have submitted requests on this course

Contact Name* 2

Population First Name

Last Name 3 UMID

Unickname Manager

Organization Location

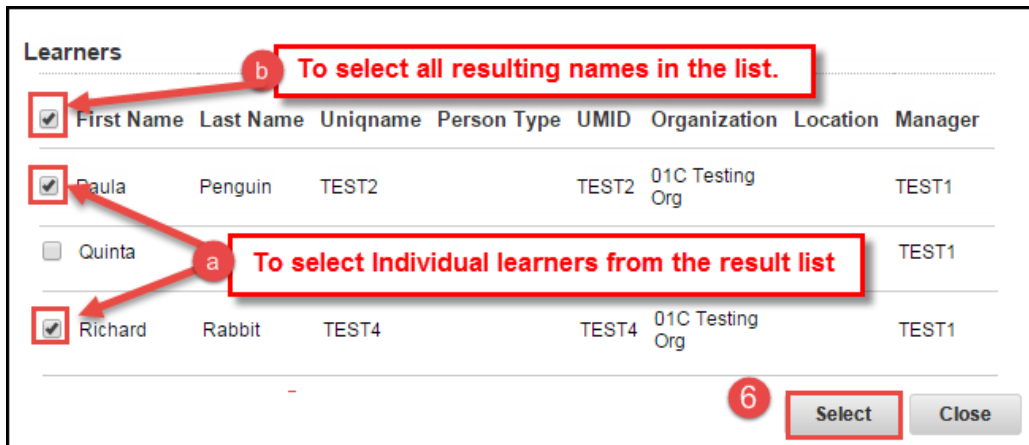
Domain Person Type

4 Search

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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. **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.

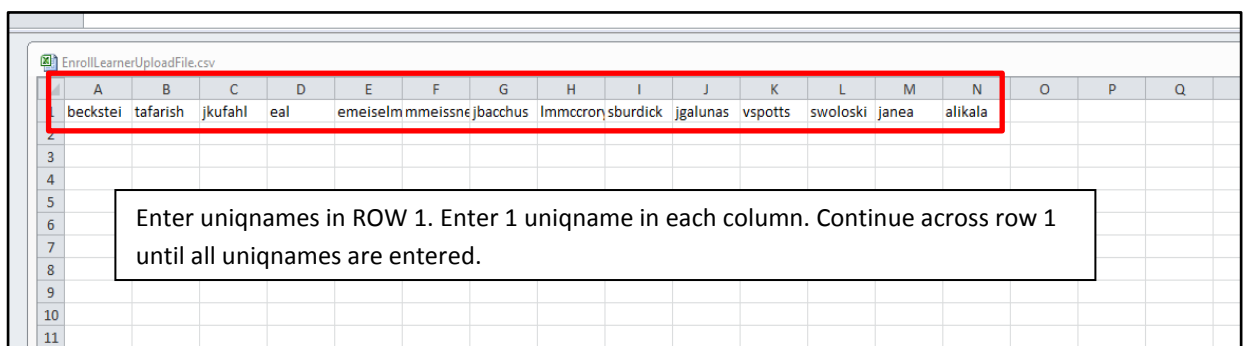
Important: To add and select additional names **repeat Option 1, Steps 1 – 6**.

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 unqiusername 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)**

Facilitator: Creating a Post Enroll Event to Enroll and Complete Learners

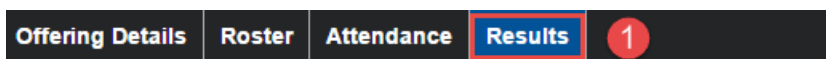
Use this process to create a list of Learners to mark as “Successful” (also known as “Attended” or “Completed”) for a Learning Event. Facilitators have Instructor access for this process.

Part 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: Successful 3

Score:

Grade:

Also include learners currently marked "Unsuccessful" 4

Save Close

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 |
|---|------------|--------------------------------|----------------------|-------------------|---------|--|
| <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 ▶

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