MLEARNING

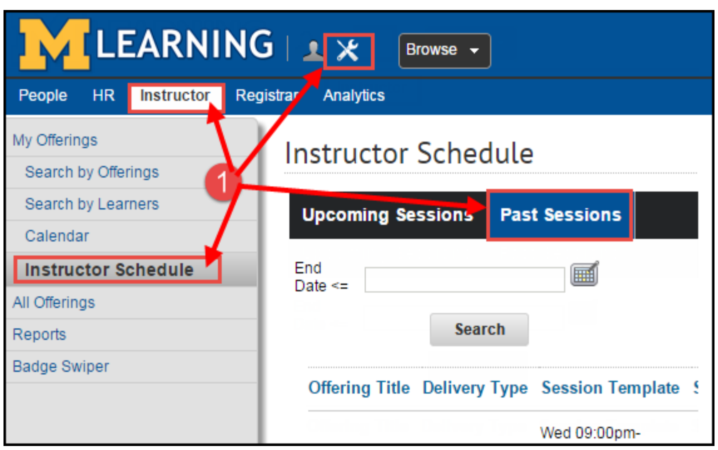
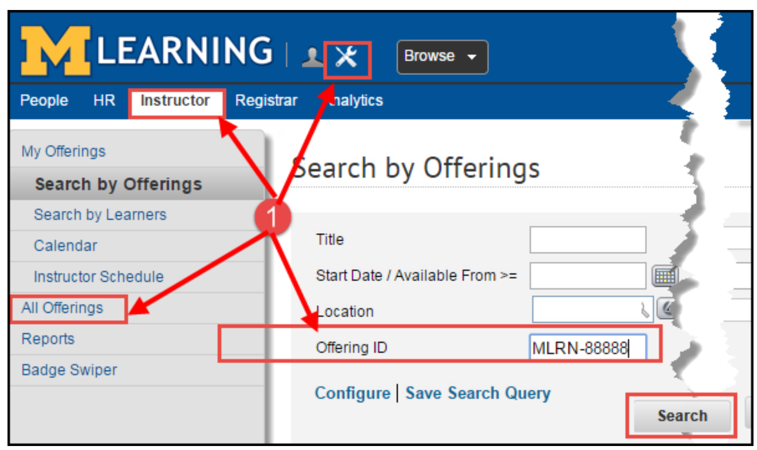
Facilitator: Creating a Post Enroll Event to Enroll and Complete Learners

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)

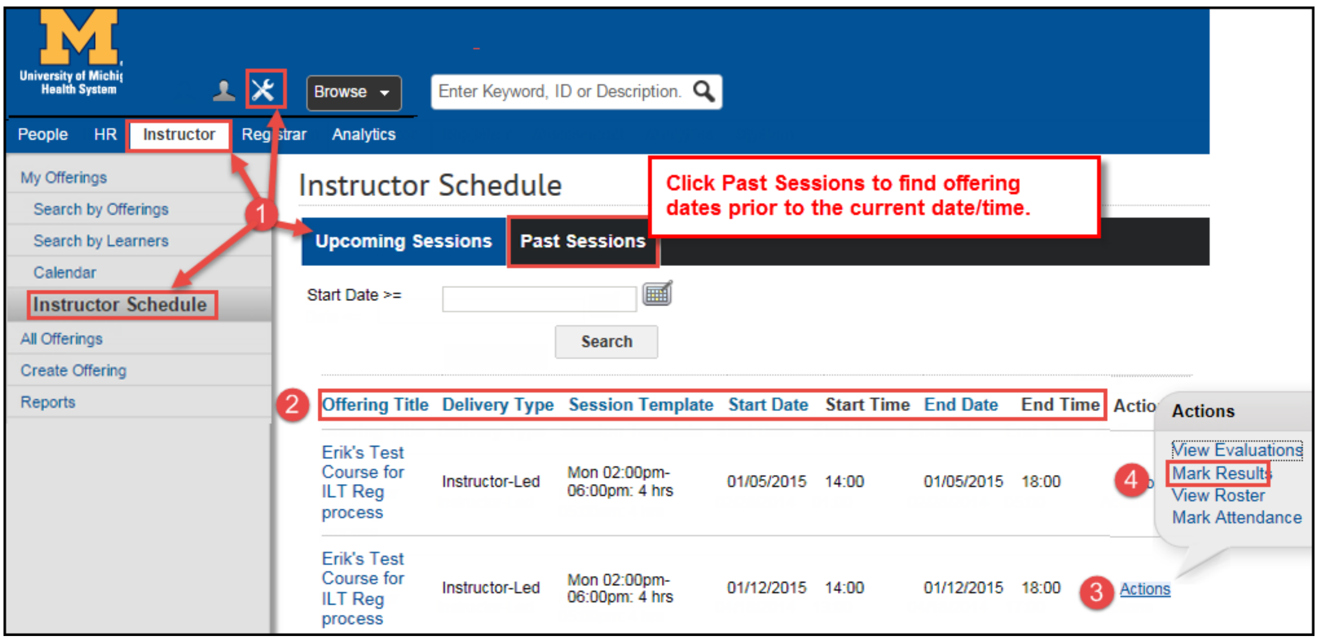
Accessing an event you created and/or are listed as the instructor:	Accessing an event that you did not create and/or are not listed as the instructor:
F**ind the instructor schedule** via this path: 1. **Admin Icon > Instructor Tab** > **Instructor Schedule>Past Sessions** • Page defaults to **Upcoming Sessions** • Click **Past Session** to find offering dates prior to the current date/time.  	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. 

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.



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

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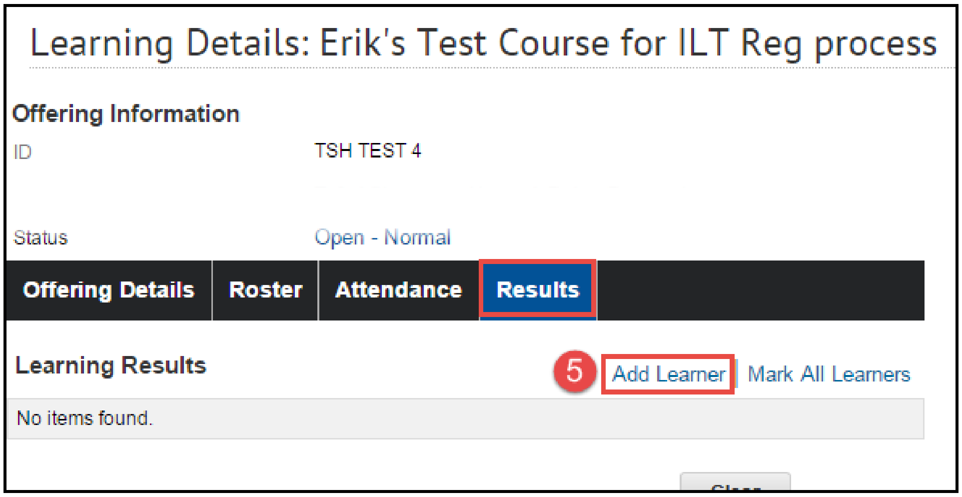
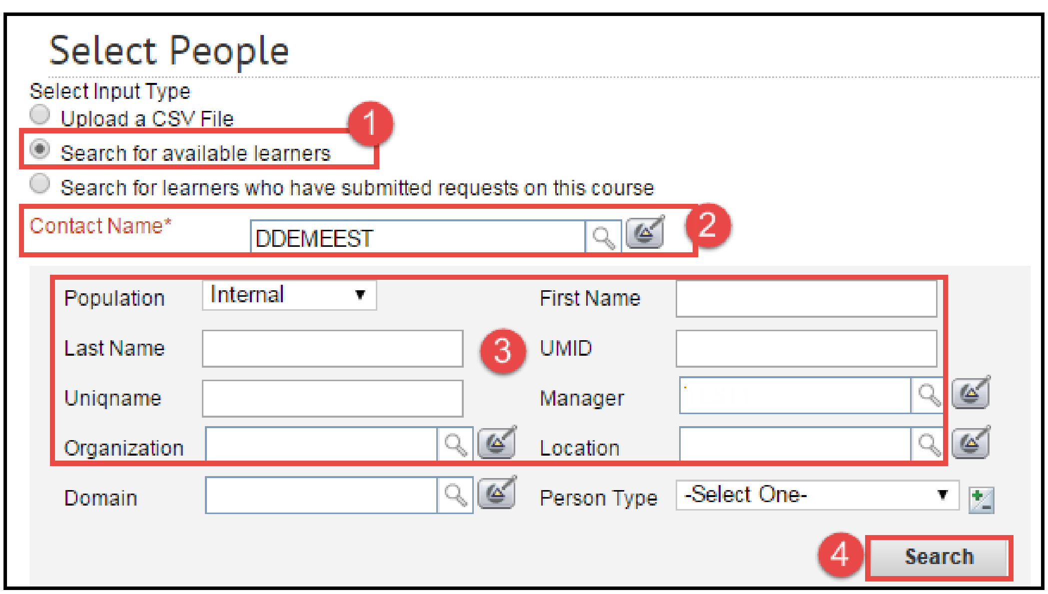


6. Use the resulting **Select People** pop-up to add learners – 2 options:

- 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.**

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

1. Assure the **Search for available learners** radio button is clicked (default).
2. Place your uniqname 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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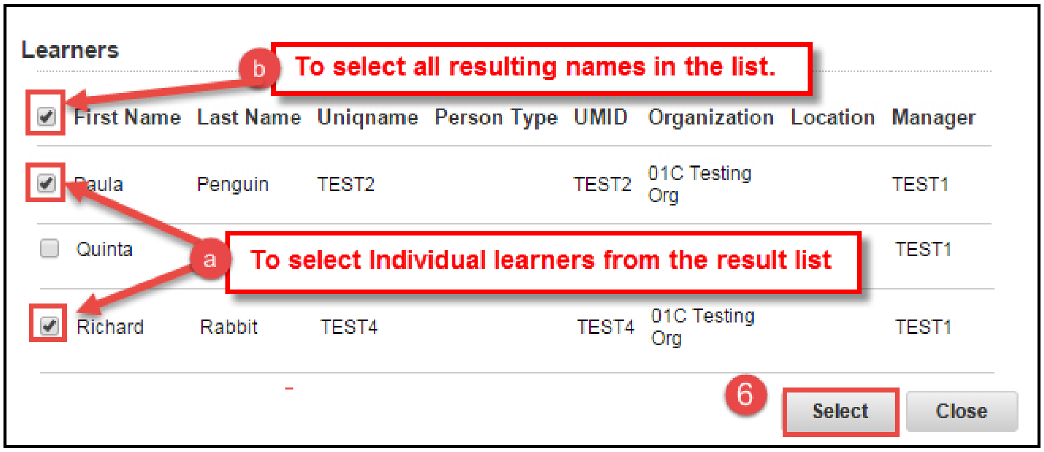
5. **Select individual names** to add to the offering by individually checking the **Select Box** next to a specific name or names **(a)** or **Select All (b)** by checking the **Select Box** at the top, next to **First Name**.



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.**

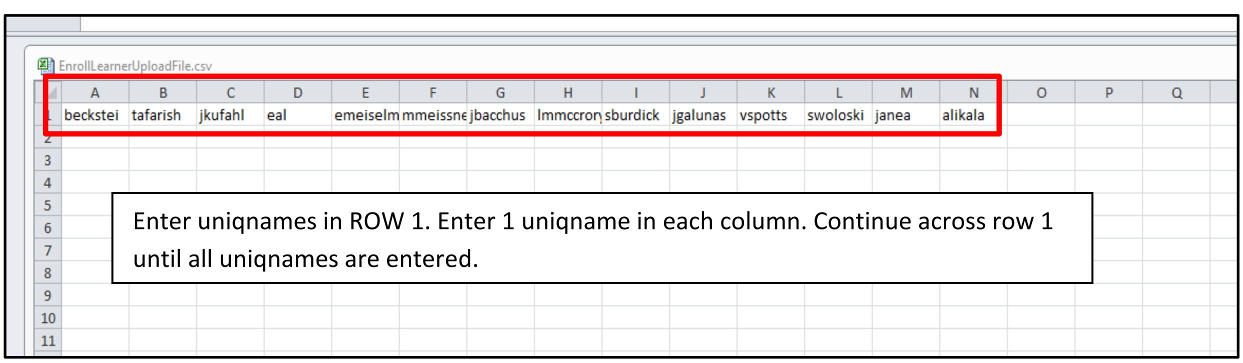
7. Continue to **Part III**: **Marking Learners as Successful (Attended or Completed)**

   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.

<u>Option 2:</u> <u>Use the **Select People** Pop-up to Add Learners Using a CSV File Upload</u>

- 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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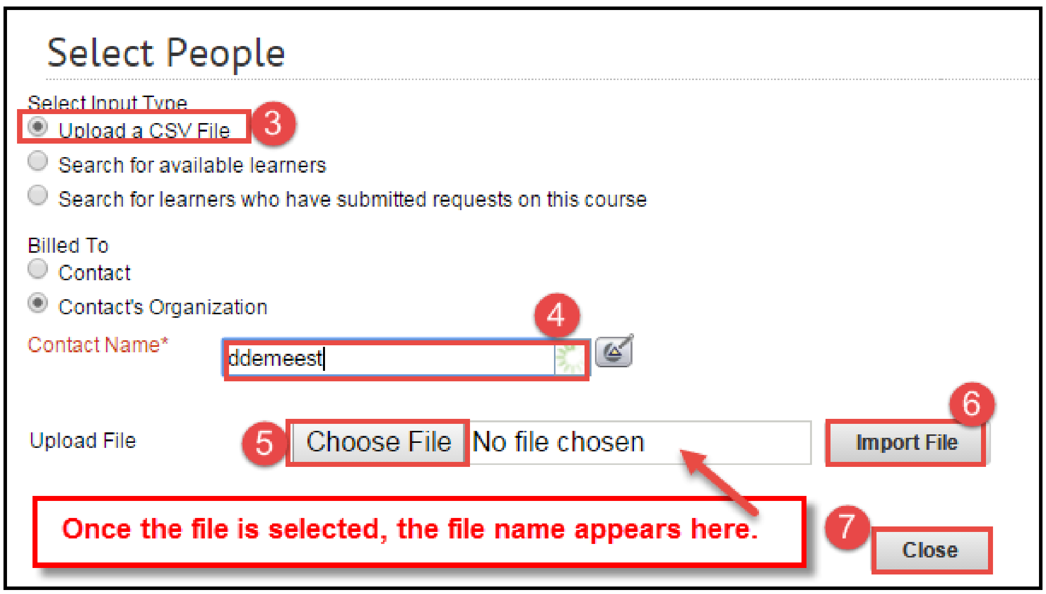
- Upload the file using the **Select People** pop-up.

3. Click the **Upload a CSV file** radio button under **Select Input Type**.
4. Enter your uniqname 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.**



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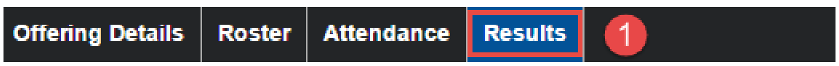
Part III: Mark Learners as Successful (also known as Completed or Attended)

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

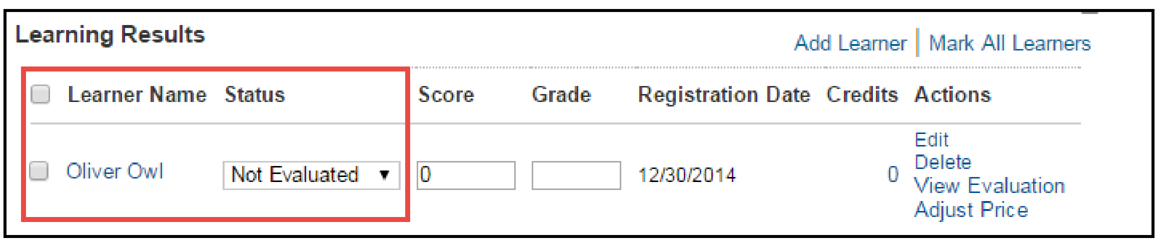
When a break occurs between **Part II** and **Part III**, access the **Results** page following the steps in **Part II** to access the **Learning Details: Results** page and complete the process.

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.

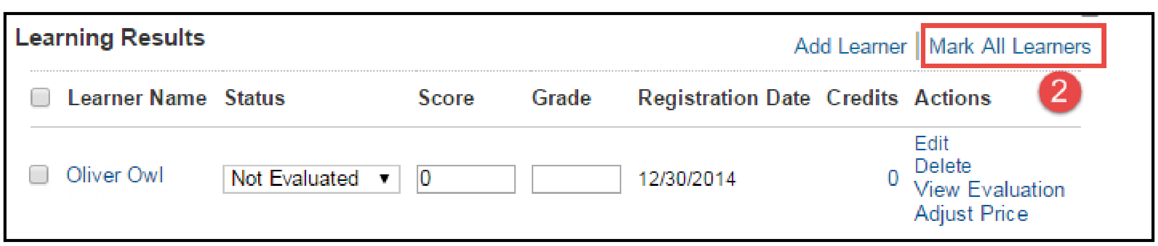


Important: Remember to use the **Results** tab **NOT** the Attendance tab.

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.



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



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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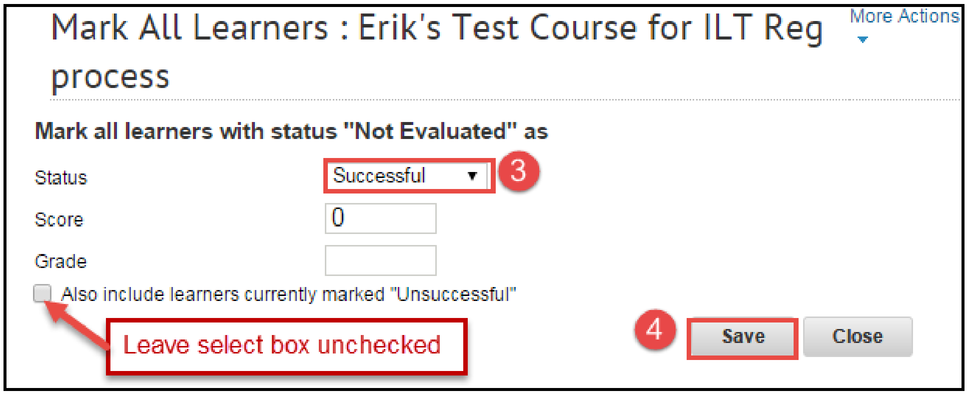
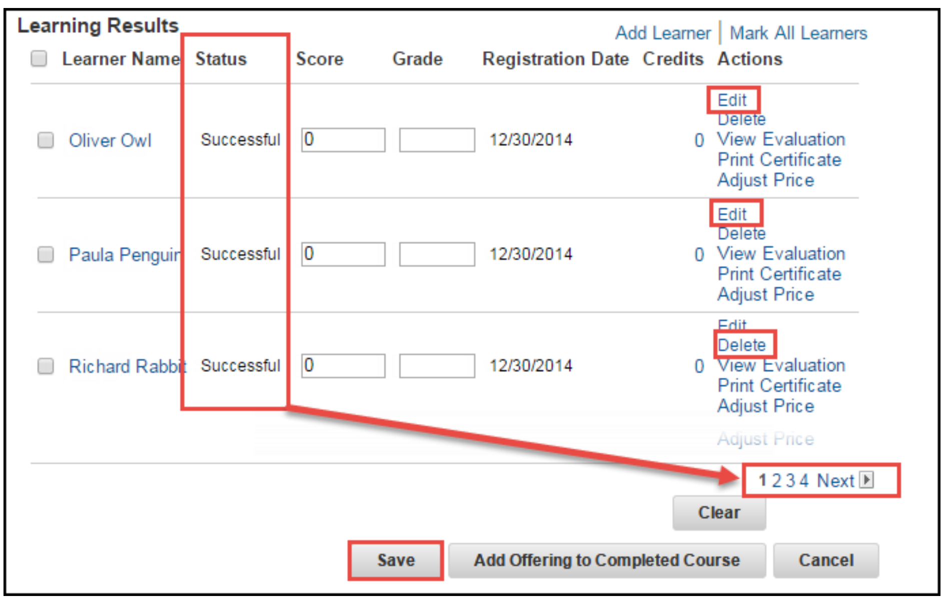


5. The **Successful** status update appears for all Learners as a Successful completed learning**:**

- Across all the **Results** pages.



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**)