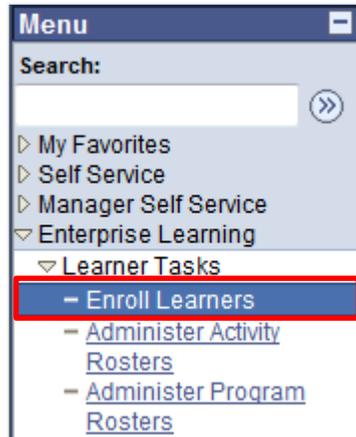


Enrolling Learners into Multiple Activities

This job aid is intended to illustrate how to enroll learners into multiple ELM activity.

1. From the left navigation menu in ELM, navigate to **Enterprise Learning > Learner Tasks > Enroll Learners**.



2. The **Enroll Learners – Find Requester** page appears. In order to enroll Learners, you will have to first enter your name in the **Requester's First Name** and **Requester's Last Name** field and click the **Search** button.

Enroll Learners - Find Requester

Search for the individual requesting enrollment by entering criteria into at least one field. Find the name of the requester in the search results and "Select" to go to the next step in the enrollment process. To view information about the requester, select the Name hyperlink.

Requester Search			
Requester's First Name:	<input type="text" value="Don"/>	Organization Type:	<input type="text" value="All"/>
Requester's Last Name:	<input type="text" value="Dewitt"/>	Business Unit:	<input type="text"/>
Requester's AC Name:	<input type="text"/>	Organization Name:	<input type="text"/>
Employee ID:	<input type="text"/>		
Job Title:	<input type="text"/>		

Enrolling Learners into Multiple Activities



3. Click the **Select** button next to your name in the search list that appears:

Select Requester				Customize Find View All	First 1 of 1 Last
Employee ID	Name	Job Title	Organization		
10013295	DONALD DEWITT	Trg Acad/P	CORRECTIONS TRAINING ACADEMY		Select

4. Next, search for the activity you are creating enrollment for on the **Enroll Learners – Search for Learning** page. Enter the **Title** of the activity and click the **Search** button.

Enroll Learners - Search for Learning

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for the requested activity or program by entering criteria into at least one field. Find the name of the activity or program in the search results and select the "Enroll" button to go to the next step in the enrollment process.

Search for Learning

Title:	<input type="text" value="word"/>	Type:	<input type="text" value="All"/>
Item Code:	<input type="text"/>	Location:	<input type="text"/>
Activity Code:	<input type="text"/>	Language Code:	<input type="text"/>
Description:	<input type="text"/>	Start Date:	From: <input type="text"/>
Category:	<input type="text"/>	Through:	<input type="text"/>
Objective:	<input type="text"/>		
Instructor:	<input type="text"/>		

Search

Enrolling Learners into Multiple Activities



5. Click the **Enroll** button next to the **Name** in the search list that appears:

Select learning for enrollment						Customize Find View All	First	1-14 of 14	Last
Code	Name	Type	Start Date	Language	Enroll				
DRC-CR-105DRC00605520110216633	DRC - Word 2003	Instructor Led	02/16/2011	English	Enroll				
DRC-AA-136DRC00605520110920104	DRC - Word 2007	Instructor Led	09/20/2011	English	Enroll				
DRC-AA-136DRC00605520111115105	DRC - Word 2007	Instructor Led	11/15/2011	English	Enroll				
DRC-AA-136DRC00605520120110106	DRC - Word 2007	Instructor Led	01/10/2012	English	Enroll				
DRC-AA-136DRC00605520120409107	DRC - Word 2007	Instructor Led	04/09/2012	English	Enroll				
DRC-AA-136DRC00605520130805235	DRC - Word 2007	Instructor Led	08/05/2013	English	Enroll				

Enrolling Learners into Multiple Activities

- On the **Enroll Learners – Find Learners** page, you can search for a learner by a number of types of information, including **Name** and/or **Employee ID (State of Ohio User ID)**. When you have entered your search criteria, click the **Search** button.

Enroll Learners - Find Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for an individual to enroll by entering the individual's name in the Learner field, specify last name,first name. To find a group of individuals search by the manager, organization, or group. For example, searching by a manager's name will yield a list of all of his or her direct reports.

Activity Name:	DRC - Word 2007	Type:	Instructor Led
Activity Code:	DRC-AA-136DRC00605520130805235	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	08/05/2013	End Date:	08/05/2013
Last Enrollment Date:	08/05/2013	Last Drop Date:	08/05/2013
Available Seats:	18	Available Waitlist:	100
Language:	English	Duration:	8 Hrs

Learner Search Details

Learner: <input type="text"/>	Business Unit: <input type="text"/>
Employee ID: <input type="text" value="10091059"/>	Job Code Descr: <input type="text"/>
Manager: <input type="text"/>	Position Descr: <input type="text"/>
Learner Group: <input type="text"/>	Organization Type: All ▼
Hire Date: From: <input type="text"/> 31	Organization Name: <input type="text"/>
Through: <input type="text"/> 31	

The learner appears on the on the **Enroll Learners – Select Learners** page.

Enrolling Learners into Multiple Activities

Enroll Learners - Select Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the learner(s) you want to enroll and specify the payment details. If payment is required and displayed, to split the payment add a row to the Payment Details grid and specify the relative percentages in the Split % field. Select the "Enroll" button to enroll the learner(s) in the activity.

Activity Name:	DRC - Word 2007	Type:	Instructor Led
Activity Code:	DRC-AA-136DRC00605520130805235	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	08/05/2013	End Date:	08/05/2013
Last Enrollment Date:	08/05/2013	Last Drop Date:	08/05/2013
Available Seats:	18	Available Waitlist:	100
Language:	English	Duration:	8 Hr

[Search for More Learners](#)

[Continue Enrollment](#)

Approval Required

Approval Required: Yes **Approve Enrollment Now**

If **Approval is Required**, and you wish to approve, click the **Approve Enrollment Now** check box. Leave unchecked if you would like the manager to approve.

Select Learners				
Select	Employee ID	Name	Job Title	Hire Date
<input type="checkbox"/>	10091059	Katherine Vanhooose	Business T	10/11/2011

[Select All](#) [Deselect All](#) [Search for More Learners](#)

[Continue Enrollment](#)

Click the **Select** check box next to the learner's name to select it.

Enrolling Learners into Multiple Activities



7. Click the **Continue Enrollment** button.

Current Learners to Enroll Customize Find  First  1 of 1  Last				
EmpID	Name	*Job Title	Hire Date	
1 10091059	Katherine Vanhooose	Business T	10/11/2011	

Approval Required

Approval Required: Yes [Approve Enrollment Now](#)

Select Learners Customize Find View All  First  1 of 1  Last				
Select	Employee ID	Name	Job Title	Hire Date
<input checked="" type="checkbox"/>	10091059	Katherine Vanhooose	Business T	10/11/2011

[Select All](#) [Clear All](#) [Search for More Learners](#)

Continue Enrollment

Enrolling Learners into Multiple Activities



8. On the *Enroll Learners – Payment Details* page, click the *Submit Enrollment* button.

Enroll Learners - Payment Details

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the payment you want to enroll and specify the payment details. For chargeback, if split payment is required, add a row to the payment scroll and specify the relative percentages in the split% field. Select the "Submit Enrollment" button to enroll the learner(s) in the activity.

Submit Enrollment [Return To Previous Page](#)

Fees Information

Price Per Seat:	<input type="text" value="0.00"/>	USD	Training Units:	<input type="text" value="0.000"/>
Drop Charge:	<input type="text" value="0.00"/>	USD	Drop Units:	<input type="text" value="0.000"/>

Enrolling Learners into Multiple Activities



- On the **Enroll Learners – Enrollment Confirmation** page, it indicates if the enrollment was successful and the enrollment status for each learner. In this case the enrollment status is **Pending Approval**. Click **Search for Learning** to enroll the learner in another activity.

Enroll Learners - Enrollment Confirmation

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

For successful enrollments, each individual's Learning Plans is updated. To enroll new learners in an activity, find a new activity or find a new requester, select the links at the bottom of the page.

Activity Name:	DRC - Word 2007	Type:	Instructor Led
Activity Code:	DRC-AA-136DRC00605520130805235	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	08/05/2013	End Date:	08/05/2013
Last Enrollment Date:	08/05/2013	Last Drop Date:	08/05/2013
Available Seats:	18	Available Waitlist:	100
Language:	English	Duration:	8 Hrs

Fees Information		
Price Per Seat:	USD	Training Units:
Drop Charge:	USD	Drop Units:

Approval Required	
Approval Required:	Yes

Enrollment Successful					
Employee ID	Name	Job Title	Hire Date	Confirmation	Status
10091059	Katherine Vanhooose	Business T	10/11/2011	1307456	Pending Approval

[Enroll New Learners](#) [Go To Activity Roster](#) [Search for Learning](#) [Find New Requester](#)

- Next, search for the additional activity on the **Enroll Learners – Search for Learning** page. Enter the **Title** of the activity and click the **Search** button.

Enrolling Learners into Multiple Activities

Enroll Learners - Search for Learning

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for the requested activity or program by entering criteria into at least one field. Find the name of the activity or program in the search results and select the "Enroll" button to go to the next step in the enrollment process.

Search for Learning			
Title:	<input type="text" value="excel"/>	Type:	<input type="text" value="All"/>
Item Code:	<input type="text"/>	Location:	<input type="text"/>
Activity Code:	<input type="text"/>	Language Code:	<input type="text"/>
Description:	<input type="text"/>	Start Date:	From: <input type="text"/>
Category:	<input type="text"/>	Through:	<input type="text"/>
Objective:	<input type="text"/>		
Instructor:	<input type="text"/>		

Enrolling Learners into Multiple Activities



11. Click the **Enroll** button next to the **Name** in the search list that appears:

Select learning for enrollment						Customize Find View All	First	1-14 of 14	Last
Code	Name	Type	Start Date	Language	Enroll				
DRC-CR-102DRC00605520100914695	DRC - Excel 2003	Instructor Led	09/14/2010	English	<input type="button" value="Enroll"/>				
DRC-CR-102DRC00605520110322696	DRC - Excel 2003	Instructor Led	03/22/2011	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520110921108	DRC - Excel 2007	Instructor Led	09/21/2011	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520111116109	DRC - Excel 2007	Instructor Led	11/16/2011	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520120111110	DRC - Excel 2007	Instructor Led	01/11/2012	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520120411111	DRC - Excel 2007	Instructor Led	04/11/2012	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520120919808	DRC - Excel 2007	Instructor Led	09/19/2012	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520130122810	DRC - Excel 2007	Instructor Led	01/22/2013	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520130429813	DRC - Excel 2007	Instructor Led	04/29/2013	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520130912240	DRC - Excel 2007	Instructor Led	09/12/2013	English	<input type="button" value="Enroll"/>				
DRC-AA-137DRC00605520131211241	DRC - Excel 2007	Instructor Led	12/11/2013	English	<input type="button" value="Enroll"/>				

Enrolling Learners into Multiple Activities



12. On the **Enroll Learners – Find Learners** page click **Search** to continue enrollment for the single learner.

Enroll Learners - Find Learners

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Search for an individual to enroll by entering the individual's name in the Learner field, specify last name,first name. To find a group of individuals search by the manager, organization, or group. For example, searching by a manager's name will yield a list of all of his or her direct reports.

Activity Name:	DRC - Excel 2007	Type:	Instructor Led
Activity Code:	DRC-AA-137DRC00605520130912240	Contact:	
Price Per Seat:	0.00 USD	Drop Cl	
Start Date:	09/12/2013	End Da	
Last Enrollment Date:	09/12/2013	Last Drop Da	09/12/2013
Available Seats:	12	Available	100
Language:	English	Durat	8 Hrs

To add enroll additional learners to this activity, enter search criteria first and then click the **Search** button.

Learner Search Details

Learner: <input type="text"/>	Business Unit: <input type="text"/>
Employee ID: <input type="text" value="10091059"/>	Job Code Descr: <input type="text"/>
Manager: <input type="text"/>	Position Descr: <input type="text"/>
Learner Group: <input type="text"/>	Organization Type: All
Hire Date: From: <input type="text"/>	Organization Name: <input type="text"/>
Through: <input type="text"/>	

Search
Reset

[Search for Learning](#)
[Add Criteria Based Learner Group](#)
[Add Query Based Learner Group](#)

Current Learners to Enroll			
EmpIID	Katherine Vanhooose	Job Title	Hire Date
1 10091059	Katherine Vanhooose	Business T	10/11/2011

Enrolling Learners into Multiple Activities



13. Click the **Continue Enrollment** button.

Current Learners to Enroll [Customize](#) | [Find](#) | [First](#) 1 of 1 [Last](#)

EmplID	Name	*Job Title	Hire Date
1 10091059	Katherine Vanhooose	Business T	10/11/2011

Approval Required

Approval Required: Yes [Approve Enrollment Now](#)

Select Learners [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Select	Employee ID	Name	Job Title	Hire Date
<input checked="" type="checkbox"/>	10091059	Katherine Vanhooose	Business T	10/11/2011

[Select All](#) [Clear All](#) [Search for More Learners](#)

Continue Enrollment

14. On the **Enroll Learners – Payment Details** page, click the **Submit Enrollment** button.

Enroll Learners - Payment Details

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

Select the payment you want to enroll and specify the payment details. For chargeback, if split payment is required, add a row to the payment scroll and specify the relative percentages in the split% field. Select the "Submit Enrollment" button to enroll the learner(s) in the activity.

Submit Enrollment [Return To Previous Page](#)

Ignore the **Fees Information** section.

Fees Information			
Price Per Seat:	<input type="text" value="0.00"/>	USD	Training Units: <input type="text" value="0.000"/>
Drop Charge:	<input type="text" value="0.00"/>	USD	Drop Units: <input type="text" value="0.000"/>

Enrolling Learners into Multiple Activities



15. On the **Enroll Learners – Enrollment Confirmation** page, it indicates if the enrollment was successful and the enrollment status for the learner.

Enroll Learners - Enrollment Confirmation

By request of DONALD DEWITT, Trg Acad/P, CORRECTIONS TRAINING ACADEMY

For successful enrollments, each individual's Learning Plans is updated. To enroll new learners in an activity, find a new activity or find a new requester, select the links at the bottom of the page.

Activity Name:	DRC - Excel 2007	Type:	Instructor Led
Activity Code:	DRC-AA-137DRC00605520130912240	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	09/12/2013	End Date:	09/12/2013
Last Enrollment Date:	09/12/2013	Last Drop Date:	09/12/2013
Available Seats:	12	Available Waitlist:	100
Language:	English	Duration:	8 Hrs

Fees Information			
Price Per Seat:	USD	Training Units:	
Drop Charge:	USD	Drop Units:	

Approval Required	
Approval Required:	Yes

Enrollment Successful					
Employee ID	Name	Job Title	Hire Date	Confirmation	Status
10091059	Katherine Vanhooose	Business T	10/11/2011	1307457	Pending Approval

[Enroll New Learners](#)
 [Go To Activity Roster](#)
 [Search for Learning](#)
 [Find New Requester](#)