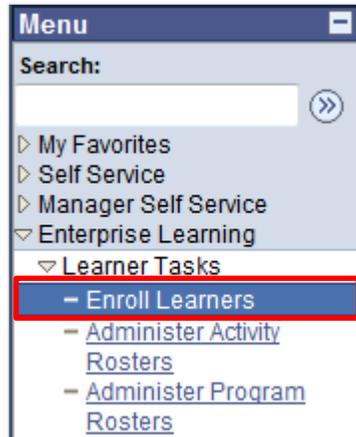


Enrolling Multiple Learners

This job aid is intended to illustrate how to enroll multiple learners into an 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"/>		

Search
Reset

Enrolling Multiple Learners

- 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	

- 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="powerpoint"/>	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
Reset

Enrolling Multiple Learners

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

Select learning for enrollment						Customize	Find	View All	First	1-15 of 15	Last
Code	Name	Type	Start Date	Language	Enroll						
DRC-CR-104DRC00605520100819670	DRC - PowerPoint 2003	Instructor Led	08/19/2010	English	Enroll						
DRC-CR-104DRC00605520110217671	DRC - PowerPoint 2003	Instructor Led	02/17/2011	English	Enroll						
DRC-CR-104DRC00605520130404766	DRC - PowerPoint 2003	Instructor Led	04/04/2013	English	Enroll						
DRC-AA-139DRC00605520110927112	DRC - PowerPoint 2007	Instructor Led	09/27/2011	English	Enroll						

6. 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 - PowerPoint 2003	Type:	Instructor Led
Activity Code:	DRC-CR-104DRC00605520130404766	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/04/2013	End Date:	04/04/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	21	Available Waitlist:	50
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"/>	Organization Name: <input type="text"/>
Through: <input type="text"/>	

Enrolling Multiple Learners

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

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 - PowerPoint 2003	Type:	Instructor Led
Activity Code:	DRC-CR-104DRC00605520130404766	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/04/2013	End Date:	04/04/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	21	Available Waitlist:	50
Language:	English	Duration:	8 H

[Search for More Learners](#)

[Continue Enrollment](#)

Approval Required

Approval Required: Yes **Approve Enrollment Now**

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](#)

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.

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

Enrolling Multiple Learners



7. To enroll additional learners, click **Search for More Learners**.

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 Multiple Learners

- On the **Enroll Learners – Find Learners** page, enter the next learner’s information and 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 - PowerPoint 2003	Type:	Instructor Led
Activity Code:	DRC-CR-104DRC00605520130404766	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/04/2013	End Date:	04/04/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	21	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

Learner Search Details

Learner:	<input type="text"/>	<input type="text"/>	Business Unit:	<input type="text"/>
Employee ID:	<input type="text" value="10128678"/>	<input type="text"/>	Job Code Descr:	<input type="text"/>
Manager:	<input type="text"/>	<input type="text"/>	Position Descr:	<input type="text"/>
Learner Group:	<input type="text"/>	<input type="text"/>	Organization Type:	All
Hire Date:	From: <input type="text"/>	<input type="text"/>	Organization Name:	<input type="text"/>
	Through: <input type="text"/>	<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 Multiple Learners

1. On the **Enroll Learners – Select Learners** page, click the **Select** check box next to the learner’s name to enroll.

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 - PowerPoint 2003	Type:	Instructor Led
Activity Code:	DRC-CR-104DRC00605520130404766	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/04/2013	End Date:	04/04/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	21	Available Waitlist:	50
Language:	English	Duration:	8 Hrs

[Search for More Learners](#)

Continue Enrollment

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
<input checked="" type="checkbox"/>	10128678	MELINDA URANI	Non-Empl

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

Continue Enrollment

Enrolling Multiple Learners

- Repeat as necessary. When your enrollment is complete, click the **Continue Enrollment** button.

Current Learners to Enroll [Customize](#) | [Find](#) | First 1-3 of 3 Last

EmpID	Name	*Job Title	Hire Date	
1 10091059	Katherine Vanhooose	Business T	10/11/2011	🗑
2 10128678	MELINDA URANI	Non-Empl	02/24/2013	🗑
3 10128680	AMANDA WILSON	Non-Empl	02/24/2013	🗑

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"/>	10128680	AMANDA WILSON	Non-Empl	02/24/2013

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

Continue Enrollment

- 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:	0.00	USD	Training Units:	0.000
Drop Charge:	0.00	USD	Drop Units:	0.000

Enrolling Multiple Learners

11. On the **Enroll Learners – Enrollment Confirmation** page, it indicates if the enrollment was successful and the enrollment status for each 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 - PowerPoint 2003	Type:	Instructor Led
Activity Code:	DRC-CR-104DRC00605520130404766	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	04/04/2013	End Date:	04/04/2013
Last Enrollment Date:	--	Last Drop Date:	--
Available Seats:	18	Available Waitlist:	50
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	1307452	Enrolled
10128678	MELINDA URANI	Non-Empl	02/24/2013	1307453	Enrolled
10128680	AMANDA WILSON	Non-Empl	02/24/2013	1307454	Enrolled

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