

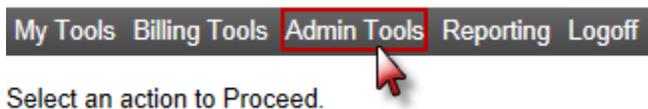
## Bulk Enrollment

This job aid provides you with the minimum steps that you need to take in order to bulk enroll students into a classroom course using the custom tools function. You must have an elevated role to perform this task; Bulk Enroll, Agency Delegate or Domain Administrator.

1. Click on Custom Tools.



2. From the Custom Tools page, select **Admin Tools**.

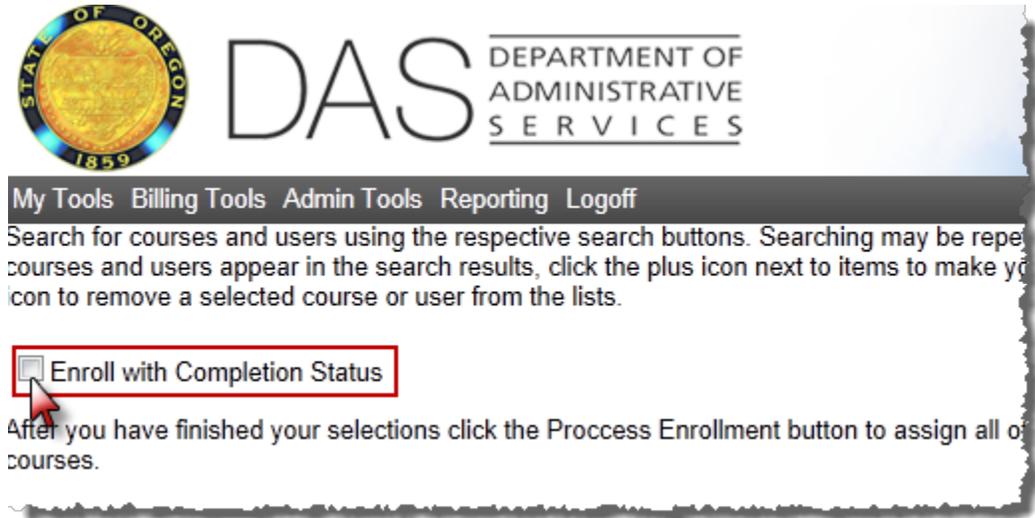


3. From the Admin Tools drop down menu, select **Bulk Enrollment**.



## Bulk Enrollment

4. On the Bulk Enroll screen, if you would like to enroll all the attendees with a completion status, select the checkbox next to **Enroll with Completion Status**.



5. You'll have the option to give the students a complete, audit, incomplete, no show, or fail. You can also change the duration of the course if it was different than what you originally set-up.

Completion Status:   Attended

Duration:

**Complete**  
Audit  
Incomplete  
No Show  
Fail

## Bulk Enrollment

6. The search page will display. Click on **Search Courses**. A new window will display.

My Tools Billing Tools Admin Tools Reporting Logoff

Search for courses and users using the respective search buttons. Searching may be repeated as often as needed. After courses and users appear in the search results, click the plus icon next to items to make your selections. You may use the X icon to remove a selected course or user from the lists.

Enroll with Completion Status

After you have finished your selections click the Process Enrollment button to assign all of the selected users to the selected courses.

Selected Courses: Search Courses

Selected Users: Search Users

7. Enter in the **title** of the course. If you want to search for courses that occurred in the past then select. **Include sections in the past**. Select **Search**.

Course Title:

Include sections in the past

Filter  Start Date  End Date between  and

Search

Close

## Bulk Enrollment

- To select the course that you want to enroll people into, select the **green plus sign**. After selecting the green plus sign, **close out** of the search window. On the Bulk Enrollment screen you will see that the course has been added.

Course Title:

Include sections in the past

Filter  Start Date  End Date between  and

Course/Class Title	Start Date	End Date	Cost
DAS - CHRO - Introduction to Managing Projects <small>DAS - CHRO - Introduction to Managing Projects (EDCFM-002-05)</small>	5/28/14 8:30AM	6/5/14 4:29PM	\$1,081.00
DAS - CHRO - Introduction to Managing Projects <small>DAS - CHRO - Introduction to Managing Projects (EDCFM-002-06)</small>	7/23/14 8:30AM	7/31/14 4:29PM	\$1,081.00
DAS - CHRO - Introduction to Managing Projects <small>DAS - CHRO - Introduction to Managing Projects (EDCFM-002-07)</small>	9/10/14 8:30AM	9/18/14 4:29PM	\$1,081.00
DAS - CHRO - Oregon Project Management Certification (OPMCP) <small>DAS - CHRO - Oregon Project Management Certification Program (Cohort 8)</small>	8/6/14 8:30AM	12/11/14 4:29PM	\$3,335.00

- To enroll people into the course you have selected, click on **Search Users**. A new window will display.

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Search for courses and users using the respective search buttons. Searching may be repeated as often as needed. After courses and users appear in the search results, click the plus icon next to items to make your selections. You may use the X icon to remove a selected course or user from the lists.

Enroll with Completion Status

After you have finished your selections click the Process Enrollment button to assign all of the selected users to the selected courses.

Selected Courses:

Selected Users:

## Bulk Enrollment

10. Enter in the search criteria for the learner you are looking for and click on **Search**.


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Last Name:   
 First Name:   
 Roles:

Search in all Domains       Include Inactive Users  
 Search in Organization

**Search**

11. To select the learner you want to enroll into the course, select the **green plus sign**.


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Last Name:  Search  
 First Name:   
 Roles:

Search in all Domains       Include Inactive Users  
 Search in Organization

Last Name	First Name	Mi.	Empl. ID	Job Title	Agency	Organization Title	
Manager	Course1		CT0005641	No job title	OBOD	Dentistry, Board of	
Manager	Course10		CT0005650	No job title	OBOD	Dentistry, Board of	
Manager	Course11		CT0005651	No job title	OBOD	Dentistry, Board of	
Manager	Course12		CT0005652	No job title	OBOD	Dentistry, Board of	
Manager	Course13		CT0011646	No job title	OBOD	Dentistry, Board of	
Manager	Course14		CT0011647	No job title	OBOD	Dentistry, Board of	
Manager	Course15		CT0011648	No job title	OBOD	Dentistry, Board of	



12. Repeat steps 7-9 until you have added all of the learners you want to bulk enroll into the course. Once you are done close out of the search for learner window.

13. On the Bulk Enrollment screen you will see all of the learners that you want to enroll in the course.

14. To process the enrollments select **Process Enrollments**. You will receive a confirmation at the top of the screen once it is complete.