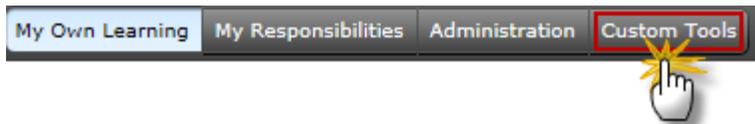


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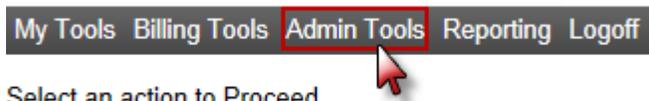
Bulk Enrolling Participants into a Classroom Course

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. In order to access this function you will need your agency domain administrator to assign you the "bulk enroll" role.

1. On the top menu bar you will see a button for Custom Tools. Click on the *Custom Tools* button.

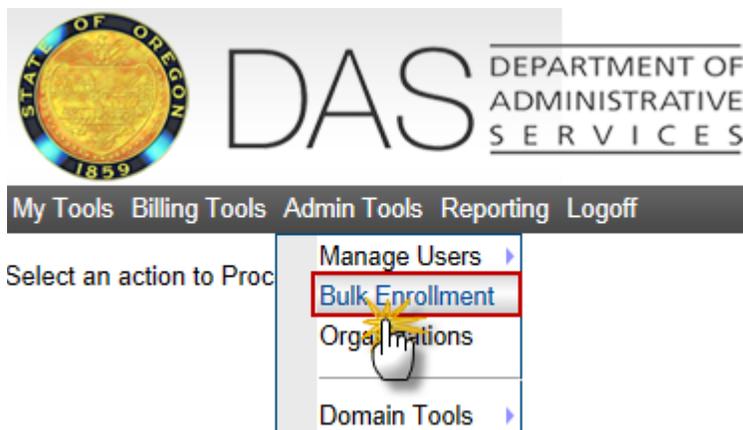


2. From the Custom Tools page, select *Admin Tools*.



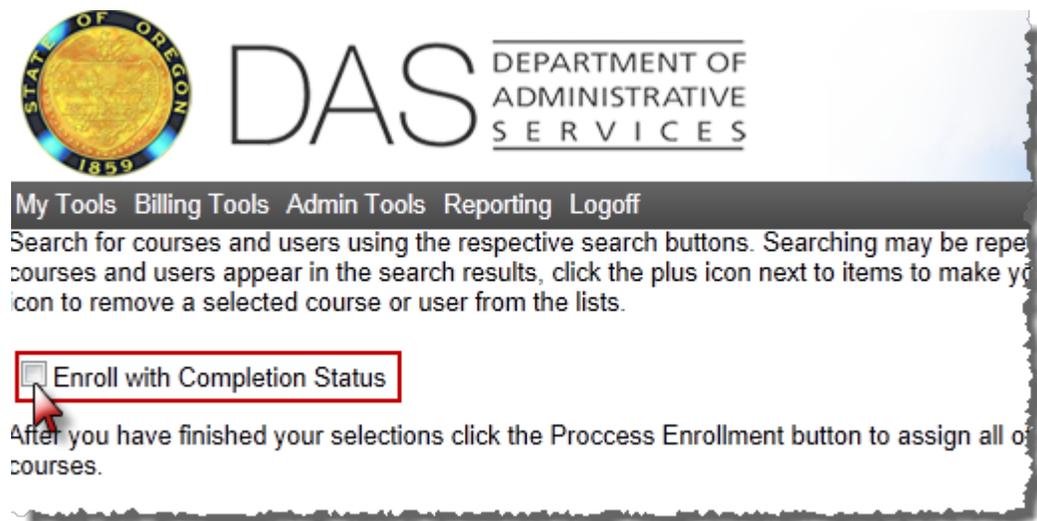
Select an action to Proceed.

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



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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:

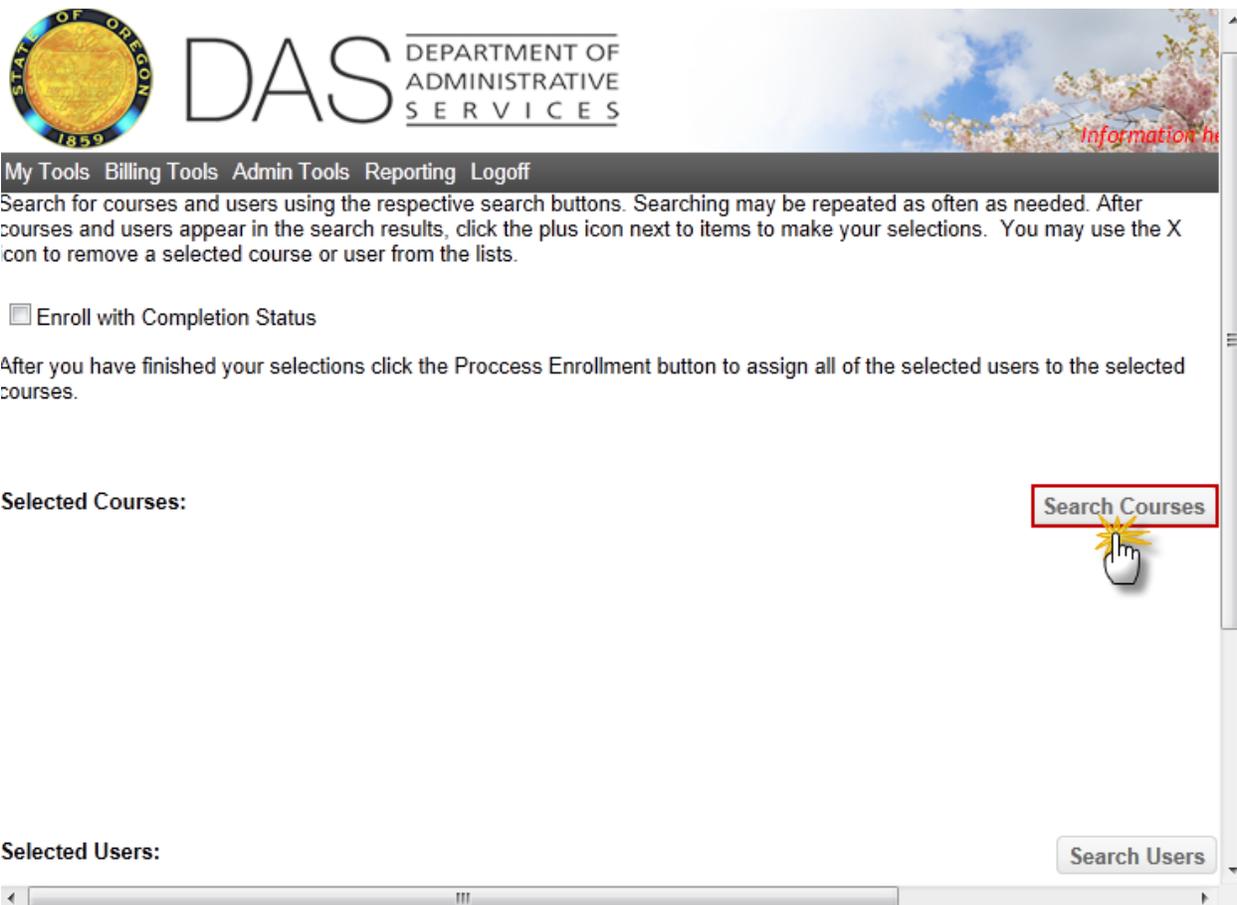
Duration:

Attended

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

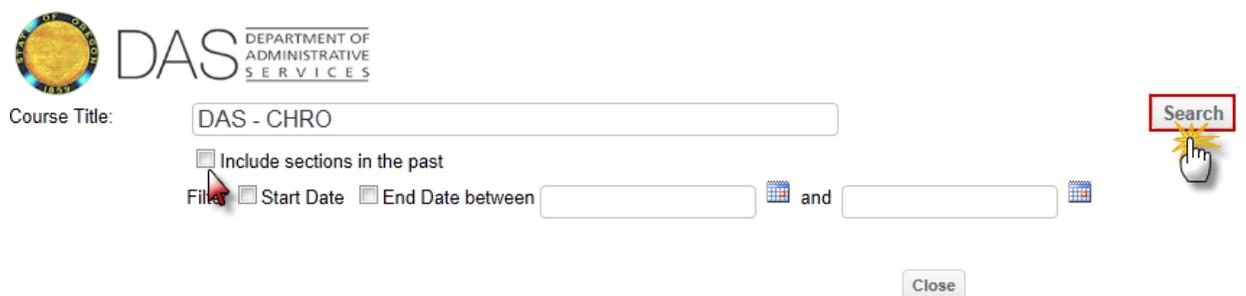
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Bulk Enrolling Participants into a Classroom Course



The screenshot shows the top navigation bar with the DAS logo and menu items: My Tools, Billing Tools, Admin Tools, Reporting, and Logoff. Below the navigation bar is a search instruction: "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." There are two checkboxes: "Enroll with Completion Status" and "After you have finished your selections click the Process Enrollment button to assign all of the selected users to the selected courses." Below this, there are two search sections: "Selected Courses:" with a "Search Courses" button and "Selected Users:" with a "Search Users" button. A hand cursor is shown clicking the "Search Courses" button.

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*.



The screenshot shows a search form with the following fields and options: "Course Title:" with a text input field containing "DAS - CHRO"; a checkbox for "Include sections in the past"; a "Filter" checkbox; "Start Date" and "End Date between" fields with calendar icons; and a "Search" button. A hand cursor is shown clicking the "Search" button. A "Close" button is also visible at the bottom right of the form.

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- 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 6)</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.



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:

Selected Users:



- Enter in the search criteria for the user you are looking for and click on **Search**.

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Bulk Enrolling Participants into a Classroom Course



Last Name:

First Name:

Roles:

Search in all Domains Include Inactive Users

Search in Organization

Search

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



Last Name:

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	



- Repeat steps 7-9 until you have added all of the users you want to bulk enroll into the course. Once you are done close out of the search for user window.
- On the Bulk Enrollment screen you will see all of the users that you want to enroll in the course.
- To process the enrollments select **Process Enrollments**. You will receive a confirmation at the top of the screen once it is complete.