

iLearnOregon

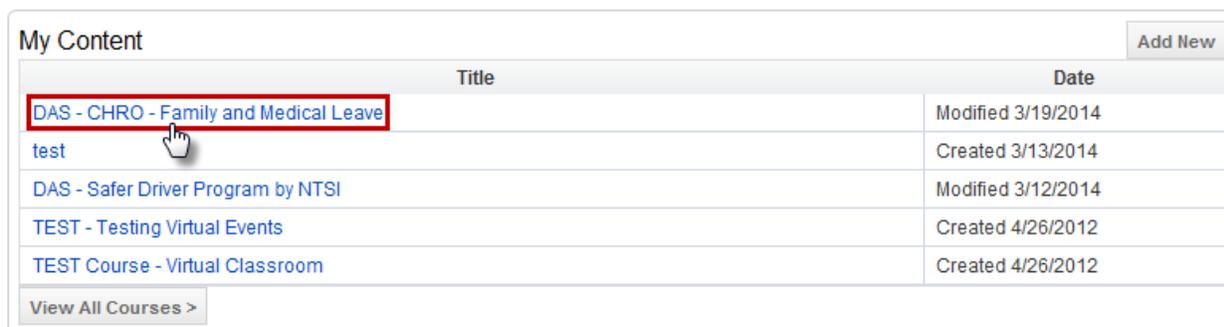
Manage Students

To manage enrollments you need to complete the following steps:

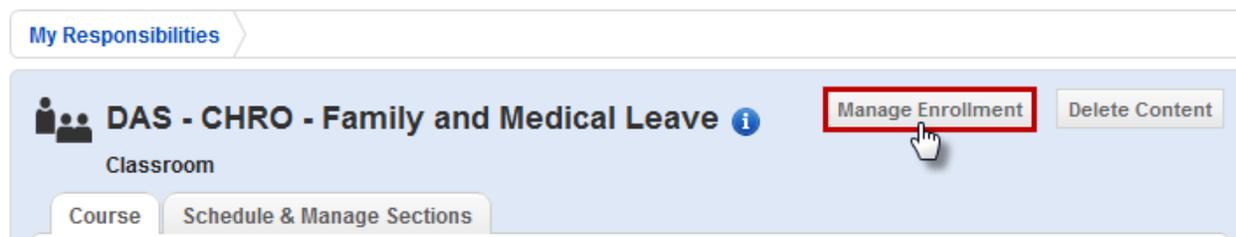
1. On the top menu bar you will see a button for My Responsibilities. Click on the *My Responsibilities* button.



2. Under My Content, click on the name of the course you want to manage enrollments for.



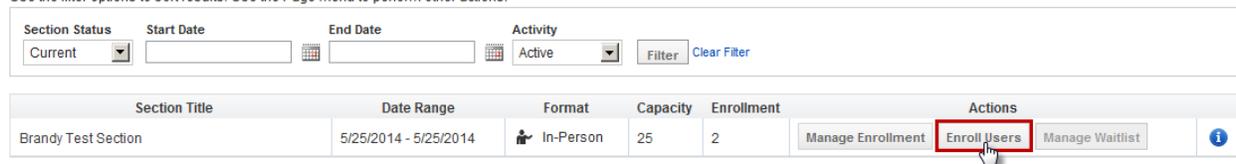
3. Select *Manage Enrollment*.



4. To enroll users under Actions select *Enroll Users*.

Manage enrollment for DAS - CHRO - Family and Medical Leave

Use the filter options to sort results. Use the Page menu to perform other actions.



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Manage Students

5. Under Users, search for the person you want to enroll into the course.

Batch enroll users for DAS - CHRO - Family and Medical Leave

Search for users to enroll in the section listed below.

SECTION

Section Title	Date Range	Format	Capacity	Enrollment
Brandy Test Section	5/25/2014 - 5/25/2014	In-Person	25	2

USERS

SEARCH

Last Name First Name User Search Activity

This Domain Only All

[See more search criteria](#)

6. Click the check box next to the person's name and then click on **Batch Enroll Users**. The user will be enrolled in the course.

USERS

SEARCH

Last Name First Name User Search Activity

meng This Domain Only All

[See more search criteria](#)

	Last Name	First Name	Activity
<input checked="" type="checkbox"/>	Meng	Brandy	Active

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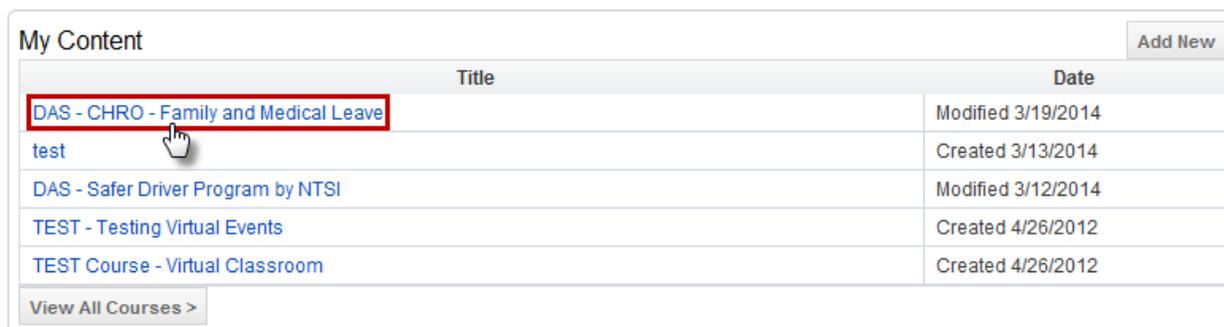
Manage Students

To cancel a person's enrollment, complete the following steps:

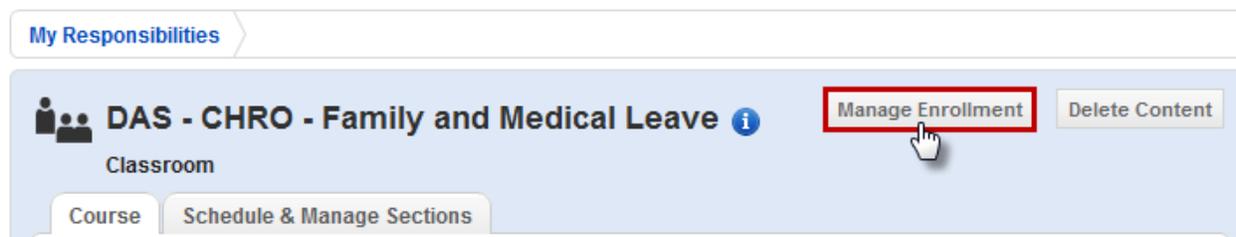
1. On the top menu bar you will see a button for My Responsibilities. Click on the *My Responsibilities* button.



2. Under My Content, click on the name of the course you want to cancel a persons enrollment for.



3. Select *Manage Enrollment*.



4. Under Actions select *Manage Enrollment*.

Manage enrollment for DAS - CHRO - Family and Medical Leave

Use the filter options to sort results. Use the Page menu to perform other actions.



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Manage Students

- The list of names of people enrolled in the course will be displayed. Select the check box next to the name of the person you are going to cancel from the section and select **Cancel Enrollment or Waitlist**.

Manage enrollment for Brandy Test Section

The users listed below are enrolled or waitlisted for the classroom course section.

Last Name	First Name	User Search	Enrollment Status	Filter	Clear Filter
<input type="text"/>	<input type="text"/>	This Domain Only <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Filter"/>	<input type="button" value="Clear Filter"/>

	Title	Enrollment Status	Status Date	Enrollment Method	Amount Paid	
<input type="checkbox"/>	Jane Doe	Enrolled	3/19/2014	Self		
<input type="checkbox"/>	Brandy Meng	Enrolled	4/1/2014	Batch (HRSD Information)		

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Manage Students

To email students enrolled in a course, or to print a roster, or to close out a course, complete the following steps:

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



2. Under Instructor Tools, click on the name of the course.

My Content Add New

Title	Date
DAS - CHRO - Family Medical Leave	Created 3/31/2014

[View All Courses >](#)

My Teaching Schedule

View: By Date

[Today](#) [Next 7 Days](#) [Next 30 Days](#) [All My Upcoming Events](#) [Recently Ended](#)

[My Teaching Calendar](#)

No scheduled events

[All My Teaching Schedule](#)

Instructor Tools Instructor

Title	Date	Pending Action
DAS - CHRO - Family Medical Leave	3/31/2014 - 3/31/2014	1 Awaiting Student Evaluations

[All My Sections >](#)

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Manage Students

3. To send an email to all the students, select **Email All**.

Family Medical Leave

Section Title: Family Medical Leave Section Code: For Classroom Course: DAS - CHRO - Family Me
Date Range: 3/31/2014-3/31/2014 In-Person Section Number: 2

Students Enrolled (1) Waitlisted (0)

Email All Record Attendance, Status, and Scores [Export to Excel](#)

User Name	Attended	Progress Status	Score
Meng , Brandy		Not Started	

4. A pop-up window will appear. Complete all the required fields and then select **Send**.

From: elms@das.state.or.us

* To: ClassroomCourseSecti

* Importance: Medium

* Subject:

* Message:

Send this email to me for my records

[View](#)

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Manage Students

- To print a roster, click on **Export to Excel**. A pop-up window will display where you can save the file or print it.

Family Medical Leave

Section Title: Family Medical Leave Section Code: For Classroom Course: DAS - CHRO - Family Me
Date Range: 3/31/2014-3/31/2014 In-Person Section Number: 2

Students Enrolled (1) Waitlisted (0)

Email All Record Attendance, Status, and Scores

Export to Excel

User Name	Attended	Progress Status	Score
Meng , Brandy		Not Started	

- Once a course is over you will need to go into Instructor Tools to record attendance. Click on **Record Attendance, Status, and Scores**.

Family Medical Leave

Section Title: Family Medical Leave Section Code: For Classroom Course: DAS - CHRO - Family Me
Date Range: 3/31/2014-3/31/2014 In-Person Section Number: 2

Students Enrolled (1) Waitlisted (0)

Email All Record Attendance, Status, and Scores

Export to Excel

User Name	Attended	Progress Status	Score
Meng , Brandy		Not Started	

- The Student Information screen will appear. For each student, record whether they attended the course or not and then click **Save**.

Student Information

Enter attendance, status, and scores information for the students listed below and then click Save.

Apply To All Students

Use this toolbar to apply attendance, status, and scores to all the students on this page. [? More Info](#)

Attendance Status Score

User Name	Attended	Progress Status	Score
Meng , Brandy	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>