

# iLearn

**Edit enrolment settings**

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The screenshot shows the iLearn interface. At the top left is the Queensland Government logo and the iLearn logo. A search bar is in the top center. On the top right, the user is identified as 'Content Administrator' with a profile icon and a menu button (three horizontal lines) highlighted with a red box and the number '1'. A dropdown menu is open from this button, showing options: Home, Manage Learning (highlighted with a red box and the number '1'), iLearn Support, My Account, My Calendar, and Logout. On the left side, there is a 'Manage Learning' sidebar menu. The 'Manage Catalogue' option is highlighted with a red box and the number '2'. Below the sidebar is the 'Catalogue Manager' section, which includes a search bar, filters for catalogue status (Available in Catalogue: 831, Not in Catalogue: 76, Draft: 9, Archived: 2350, All: 3266), and a table of items. The table has columns for 'Type', 'Catalogue Name', 'Number Of Enrolments', and 'Created'. One item is listed: '360 Degree Feedback Reflection Workshop' with 77 enrolments and a creation date of 19 Aug.

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	Manage Learning- Manage Catalogue
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

**1**  
From the menu button '≡' select 'Manage Learning'.

**2**  
In the left hand menu click on 'Manage Catalogue'. This should be the default selection.

This is a close-up of the search area in the Catalogue Manager. At the top, there are two buttons: 'Add Catalogue Item' and 'Add Learning Wizard'. Below them is a large search bar with the text 'Search for Catalogue Items' inside it, highlighted with a red box and the number '3'. Below the search bar is an input field containing the word 'cloud'. Below the input field is a 'Search' button with a magnifying glass icon, also highlighted with a red box and the number '3'. To the right of the search button is a 'Reset Search' link.

**3**  
From the Catalogue Manager screen, click the 'Search for Catalogue Items' enter keyword or phrase in the search box. Click 'Search'.

## Search for Catalogue Items

[Search](#) [Reset Search](#)[Available in Catalogue \(0\)](#)[Not in Catalogue \(1\)](#)[Draft \(1\)](#)[Archived \(2\)](#)[All \(4\)](#)

<input type="checkbox"/>	Type	Catalogue Name ▲	Number Of Enrolments	Created
<input type="checkbox"/>		<b>TEST-Cloud Learning System workshop manual 2</b> test-cloud-learning-system-workshop-manual-2-20141015	0	

### TIPS

Catalogues Published Public can be viewed under 'Available in Catalogue' Tab. Catalogues Published Private can be viewed under 'Not in Catalogue'.

Or both can be viewed under the 'All' tab.

**4****4**

Click on the Catalogue item you wish to edit.

## Edit Catalogue Item: TEST-Cloud Learning System wo...

Actions ▾

5

Name\*

Identifier\*

Provider

Author

Approx Duration (minutes)

- Edit Learning Event
- Edit Catalogue Item**
- Edit in Wizard
- Assign Learning

5

From the Catalogue Item page click on the 'Actions' drop down menu and click 'Edit Catalogue Item'.

### Self Enrolment Settings

This section controls whether learners are allowed to enrol or request enrolment at their own initiative.

6

Enrolment Method

Default (Self-enrolment (Free))

Enrolment Question Set ?

None

Payment Method

Select Payment Method

Re-enrolment option

Never allow re-enrolment (a user can only complete this item once) ?

Allow re-enrolment at any time ?

Allow re-enrolment after a period ?

6

Scroll down to the 'Self Enrolment Settings'. Update the details as required.

#### TIPS

Hover over the question mark ? to display information on the setting.

› Self Enrolment Settings

▼ Additional Enrolment Settings **7**

Notifications

Notify manager when learner is enrolling in course

Expiry

Completion of this item never expires **?**

Completion of this item expires after a period **?**

Access After Completion

Users can access content of this item forever **?**

Users can only access content for a period after they complete it

**7**

Scroll down to the 'Additional Enrolment Settings'. Update the details as required.

**8**

**Save Catalogue Item** or Cancel

**8**

Click 'Save Catalogue' Item to save the changes.