

iLearn

Enrol users through assign learning

Enrol users through 'Assign Learning'

For	Session Manager/Content Administrator
Last Updated	May 2018 (Version 2.1)
Menu	Manage Learning- Manage Sessions
Department	CSYW, DCDSS, DATSIP, DPC, DES, GH





This guide provides a general overview on how to enrol users through the 'Assign Learning' menu.

Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.

In this guide:

- **Enrol users through 'Assign Learning' - step by step instructions** **Pages 3-9**

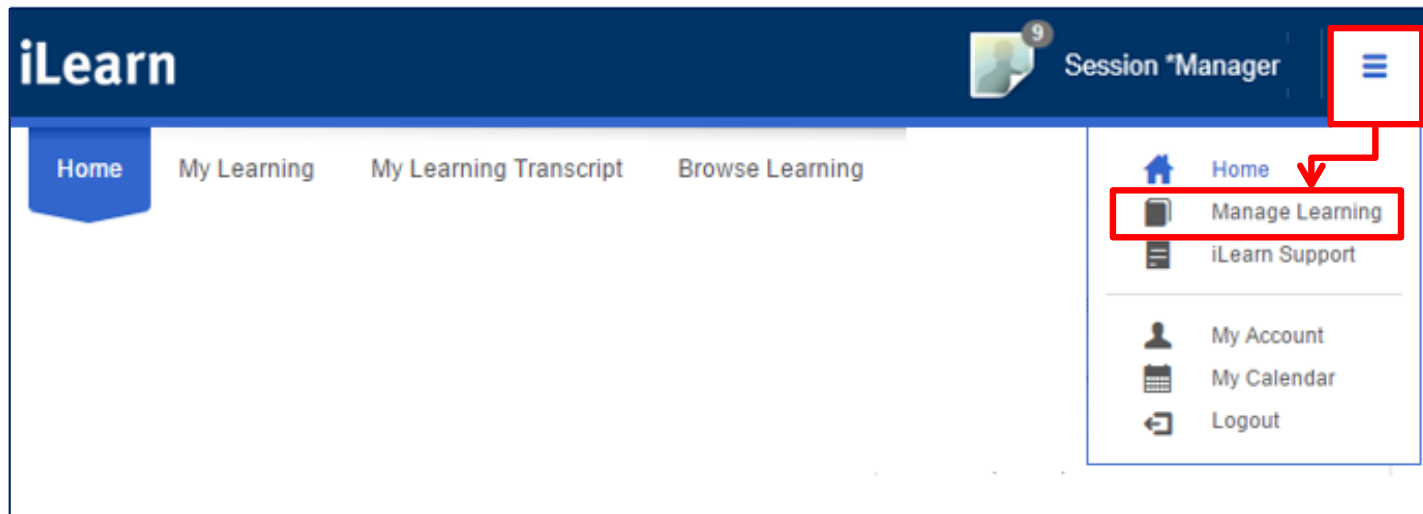
Legend:

 Steps	 TIPS Extra Info	 Important information	 End of process
---	--	---	---

Enrol users through 'Assign Learning' menu

Users can enrol themselves in Published Courses through 'Browse Learning'.

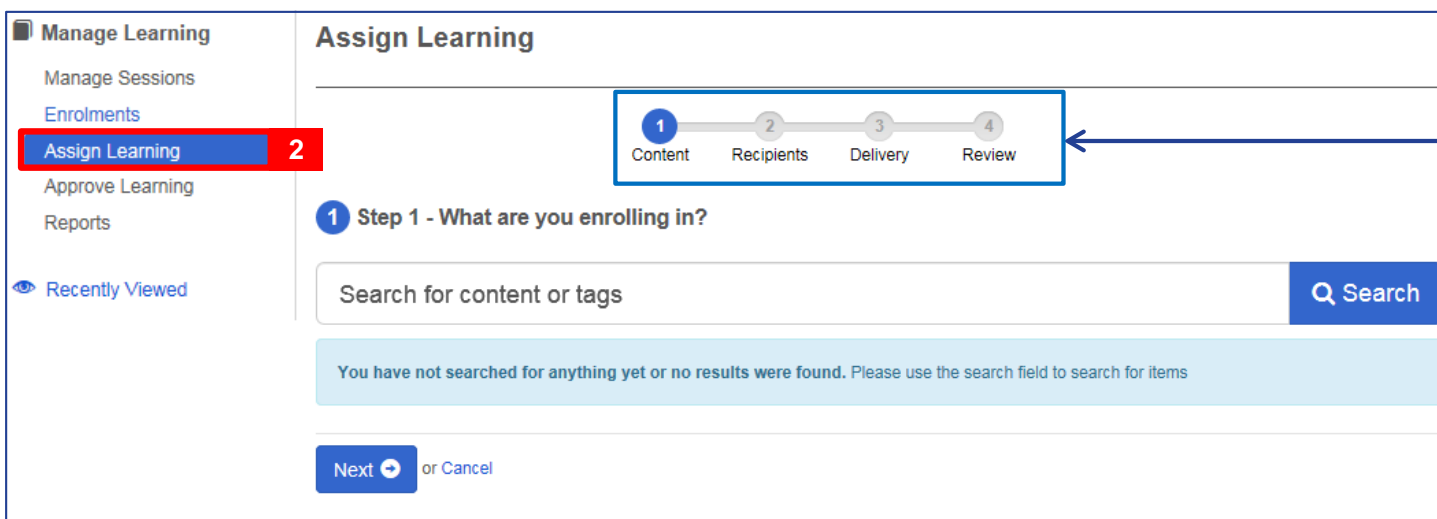
If you need to enrol users into a session that has already taken place or the user does not have access to enrol themselves, you can enrol the users through 'Assign Learning'.



Using the 'Assign Learning' function will override manager approval.

1

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



2

Select 'Assign Learning' from the left menu.

TIPS

The Wizard indicates the number of steps required to complete this task.

Assign Learning



1 Step 1 - What are you enrolling in?

 Search

Search for 'workplace policies' returns 30 results.

Type	Name	
a	TEST - Workplace Policies [tst-workplace-policies] Catalogue Item - Learning Event. Tag: Learning Event, EHP, #ADS, DCCSDS, DSDIP	+
b	TEST - Workplace Policies (12 May 2017 09:00) [tst-workplace-policies] Learning Event Session	+
c	TEST - Workplace Policies (3 Mar 2017 09:00) [tst-workplace-policies] Learning Event Session	+
d	TEST - Workplace Policies (4 Mar 2017 09:00) [tst-workplace-policies] Learning Event Session	+

10
20
50
100 per page

Added Content

Type	Name
No items selected yet	

Next or Cancel

3

Enter a key word or phrase for the learning in the search box and click 'Search'.

TIPS

A list of results will appear below the search box, based on your search criteria.

iLearn displays 10 results per page. If your results are greater than 10, increase your results to be displayed per page by scrolling to the bottom of the page and increasing the number accordingly to display all the results on one page.

This is particularly helpful when you are searching through multiple Learning Event Sessions.

NOTE

When you are enrolling a user into a Learning Event Session, please ensure that you **do not** enrol the user into the **Catalogue Item - Learning Event (a)**, as this will place the user on the Even Waiting List.

The Catalogue Item – Learning Event (a) will always be the first item to be displayed with the Learning Event Sessions listed below (b, c, d).

Ensure that you select from one of the Learning Event Sessions (b, c, d).

TIPS

- icon represents both a Learning Event and a Learning Event Session.
- icon represents an Online Training Course.
- icon represents a Trackable Document.
- icon represents a Survey.
- icon represents a Program

Assign Learning



1 Step 1 - What are you enrolling in?

workplace policies

Search

Search for 'workplace policies' returns 30 results.

Type	Name	
	TEST - Workplace Policies [tst-workplace-policies] Catalogue Item - Learning Event; Tag: Learning Event, EHP, #ADS, DCCSDS, DSDIP	
	TEST - Workplace Policies (12 May 2017 09:00) [tst-workplace-policies] Learning Event Session	
	TEST - Workplace Policies (3 Mar 2017 09:00) [tst-workplace-policies] Learning Event Session	
	TEST - Workplace Policies (4 Mar 2017 09:00) [tst-workplace-policies] Learning Event Session	

50 per page

Added Content

Type	Name	
	TEST - Workplace Policies (12 May 2017 09:00) [tst-workplace-policies] Learning Event Session	

Next or Cancel

4

Click the 'green plus' next to the appropriate Learning Event Session to select the session.

TIPS

The learning item is added to the 'Added Content' section at the bottom of the screen.

TIPS

You are able to enrol a user/s into more than one learning item at a time.

To add more learning items, clear the Search box and repeat above steps 3-4.

NOTE: You cannot enrol a user into more than one Learning Event Session at a time. Only once a user's enrolment is completed or cancelled in a Learning Event, can they be re-enrolled into another session (if allowed).

TIPS

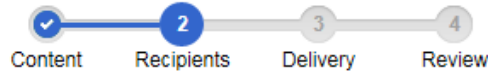
To remove a learning item, click the 'red minus' icon.

5

When you have finished adding the learning item/s click 'Next'.



Assign Learning



2 Step 2 - Who are you enrolling?

6 Q Search

Search for 'Lola *Citizen [[citizen]]' returns 1 result.

Type	Name
	Lola *Citizen [[citizen]] User

7 +

Added Recipients

Type	Name
	Lola *Citizen [[citizen]]

8 Next

6
Enter the name of the user or group you wish to enrol and click 'Search'.

7
Click the 'green plus' to add a user.

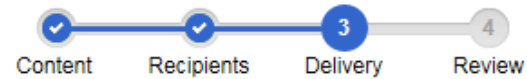
TIPS
The user is added to the 'Added Recipients' section at the bottom of the screen.

TIPS
You are able to enrol more than one user into the learning item/s at a time.
To add more users, clear the Search box and repeat above steps 6-7.

TIPS
To remove a user, click the 'red minus' icon.

8
Once all users have been added, click 'Next'.

Assign Learning



3 Step 3 - Define Delivery

When do you want to deliver the enrolments?

You can always change the scheduled delivery time before the campaign is sent.

Deliver the enrolment immediately

Your campaign will be queued on our delivery service and sent to your recipients immediately.

Deliver at the following time

You can always change the scheduled delivery time before the campaign is sent.

Send Email Notification to recipients

Do you want to add a due date?

These users will need to complete the learning by this date.

What is the validity and re-enrol duration?

Automatically re-enrol these users in these courses at your chosen interval.

Should the enrolments automatically enrol new users in these groups?

When new users get added to the checked groups below, they will be assigned these courses.

Back Next

11

TIPS

Note that the 'Deliver the enrolment immediately' is the default setting.

We recommend you leave this setting checked.

If you select 'Deliver at the following time', you can specify a delivery date, but note that the user will not be enrolled until this date arrives.

TIPS

The 'Send Email Notification to recipients' check-box is by default checked.

We recommend you leave this setting checked so that the user/s can receive the enrolment email with the link that directly takes them to the learning in iLearn.

NOTE: If you are enrolling learners after a Learning Event Session has taken place you can untick the 'Send Email Notification to recipients' check-box to stop any enrolment and outlook calendar invite email notifications being sent to the user as this might lead to confusion.

10

More details may be added, click on the link to open up selection/s.

11


Click 'Next' to continue.

Assign Learning




4 Step 4 - Review & Enrol

Content

Type	Name	Amount (per user)
	TEST - Workplace Policies (12 May 2017 09:00) [tst-workplace-policies] Learning Event Session	Free
Total		AU \$0.00

Groups / Users

Type	Name	No. of Users
	Lola *Citizen [lcitizen] User	1
Total		1

Content AU \$0.00 x 1 Users minus duplicate enrolment cost of AU \$0.00 =	AU \$0.00
Content AU \$0.00 x 1 Users =	Sub total AU \$0.00
	AU \$0.00 AU \$0.00 GST
	AU \$0.00 AU \$0.00 Total

1 selected User have already been enrolled in and completed TEST - Workplace Policies
 Please click the checkbox to confirm you wish to enrol them anyway.

[Back](#) [Finish](#) [Cancel](#)

TIPS

You will receive this notification if a user has completed the learning previously and the enrolment settings allow for a re-enrolment.

If you want to create a second enrolment for the user, tick the white check-box: 'Please click the checkbox to confirm you wish to enrol them anyway'.

12

Review enrolment details. If you need to make changes click 'Back' or click 'Finish' if you wish to proceed with the enrolment.

Assign Learning




5 Finish

Your enrolment for **1 learning item** has been created for **1 users**

All recipients will be assigned their learning on **16/05/2017** .

A confirmation email will be sent to **Manager.name@communities.qld.gov.au** when the enrolments have been successfully created for all recipients.

Type	Name	Cost
	TEST - Workplace Policies (12 May 2017 09:00) [tst-workplace-policies] Learning Event Session	Free
Recipients		1
Sub total		AU \$0.00
GST		AU \$0.00
Total		AU \$0.00

[Assign further learning](#)



13



When the enrolments have been successfully created for all users, you will receive a confirmation email.

NOTE: If you do not receive this email notification from *no-reply@janison*, your enrolments have not been created and you will have to perform the process again after establishing the cause for the failure. The email notification you receive will comment in red what Users were not enrolled. See below example:

The following users were not enrolled:
 Username was not enrolled in [Code] Catalogue Item name

TIPS

Enrolments can fail for various reasons:

1. When a user is already enrolled in the learning and they have not completed the learning (i.e. enrolment status is Not Attempted or Incomplete).
2. When enrolling a group of users into a session and one user in the group is already enrolled into a session, but scheduled on a different date, the enrolment process would fail for all users i.e. no enrolments will be created.

What to do when your enrolments were not created:
 The first step is to review the user's record in the Enrolments menu to determine if the user has an existing enrolment.

TIPS

Optionally click the 'Assign further learning' link to create further enrolments.