# Manually Enrol a School/Directorate in a Session

This reference guide explains how to enrol multiple staff from a school or directorate into a session. Please note that you can only enrol users who are in the same scope as the role you are assigned e.g. Learning Author for Panania PS can only enrol staff from Panania PS.

Checklist before starting:

- Do you have the correct **Learning Author** access?
- Is the course available in the Catalogue?
- Do you have the correct course title and/or course identifier?
- Has a session (start date, venue) been scheduled?
- Have you been assigned as a **Session Support Officer**?

 *Please see the **Top tips** section of this guide before manually enrolling users.

- If you manually enrol users they will not be prompted to confirm they have permission from their supervisor to enrol
- If you manually enrol uses they will not be prompted to answer the requirements questions e.g. dietary requirements
- If you are not assigned as a **Session Support Officer** you will not be able to manually enrol users into the course/session (start date, venue)
- If you enrol the users into the course only, they will be added into the course wait list only

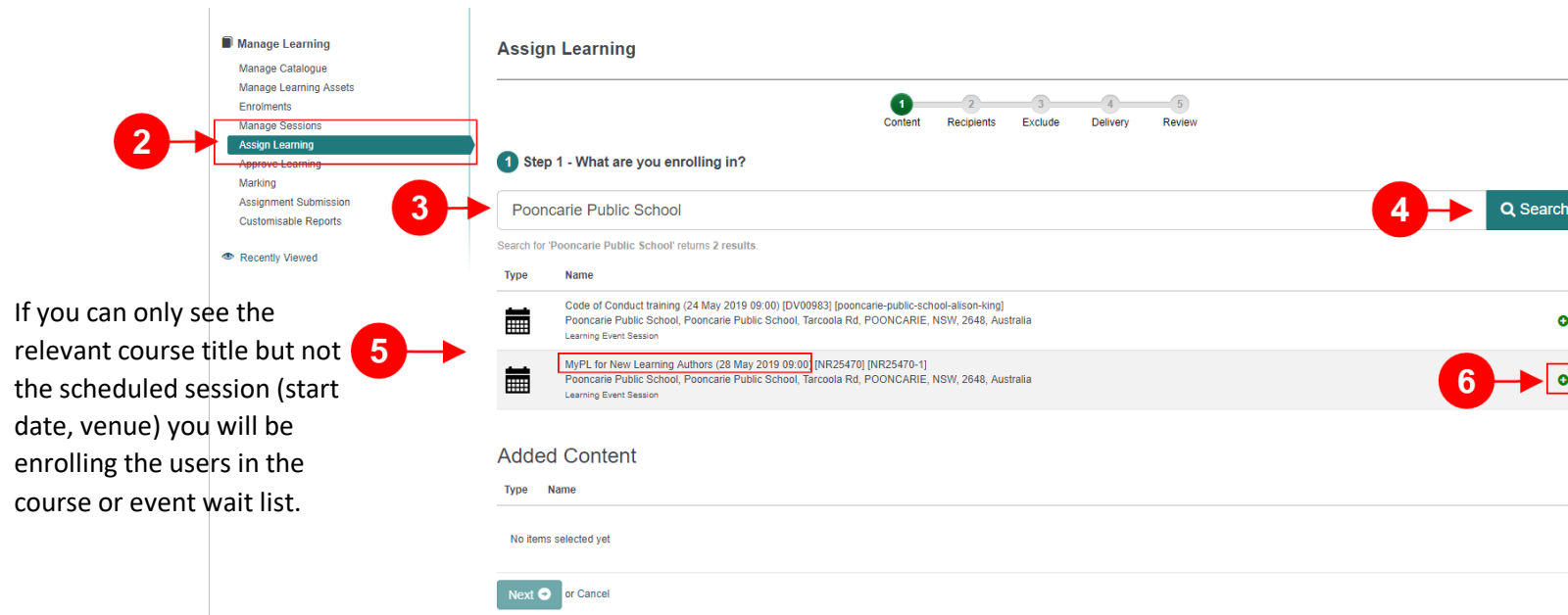**Step 1:** Select **Manage Learning** from the hamburger menu.
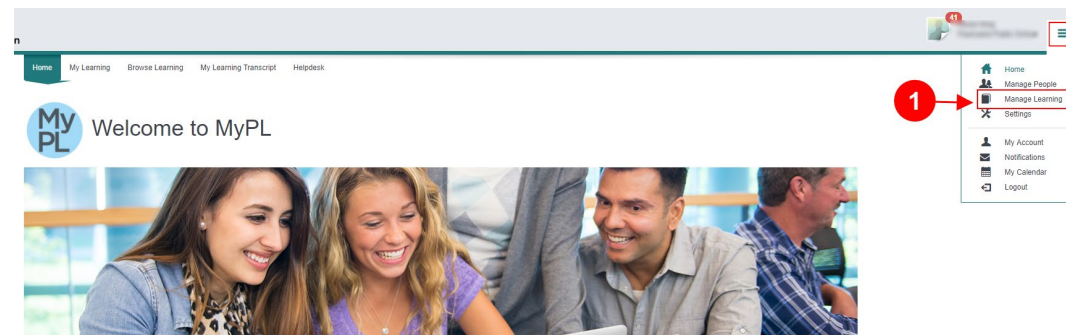
Step 2: Select **Assign Learning**.

Step 3: Add the course title or add the venue in the **Search** field. TIP: Search by venue - this will list all the course sessions scheduled at the venue you entered.

Step 4: Select the **Search** button.

Step 5: Identify the relevant session: All sessions you are assigned **Session Support Officer** to will be visible here.

Step 6: Select the plus icon to make your selection.

If you can only see the relevant course title but not the scheduled session (start date, venue) you will be enrolling the users in the course or event wait list.

Manage Learning
Manage Catalogue
Manage Learning Assets
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Manage Sessions
Assign Learning
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Customisable Reports

Recently Viewed

Assign Learning

1 Content   2 Recipients   3 Exclude   4 Delivery   5 Review

1 **Step 1 - What are you enrolling in?**

Pooncarie Public School   Q Search

Search for 'Pooncarie Public School' returns 2 results.

Type	Name	
📅	Code of Conduct training (24 May 2019 09:00) [DV00983] [pooncarie-public-school-alison-king] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	⊕
📅	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	⊕

Added Content

Type	Name
	No items selected yet

Next ➤ or Cancel

Step 7: Select the **Next** button.

Assign Learning

① Content ② Recipients ③ Exclude ④ Delivery ⑤ Review

① Step 1 - What are you enrolling in?

MyPL for New Learning Authors [NR25470]   🔍 Search

Search for '**MyPL for New Learning Authors [NR25470]**' returns **2 results**.

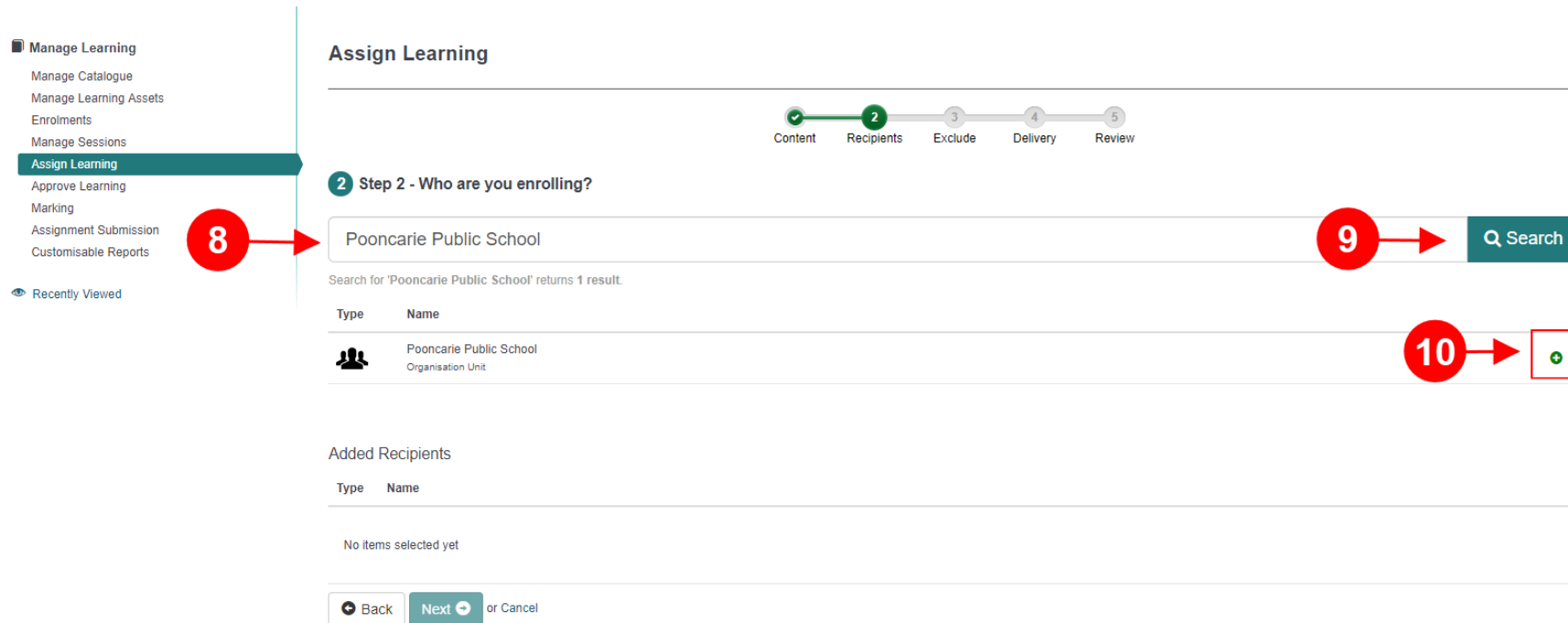| Type	Name	
📅	MyPL for New Learning Authors [NR25470] Course - Learning Event; Tag: No, General, None, Not Applicable, Not Applicable, TIPD (Non Registered)	⊕
📅	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	⊕

The course/session you selected will appear below the **Added Content** area. You can remove this

Added Content

Type	Name	
📅	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	⊖

7 → Next ⊕ or Cancel

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Step 8: Add the school name in the Search **field**.

Step 9: Select the **Search** button.

Step 10: Select the plus icon.
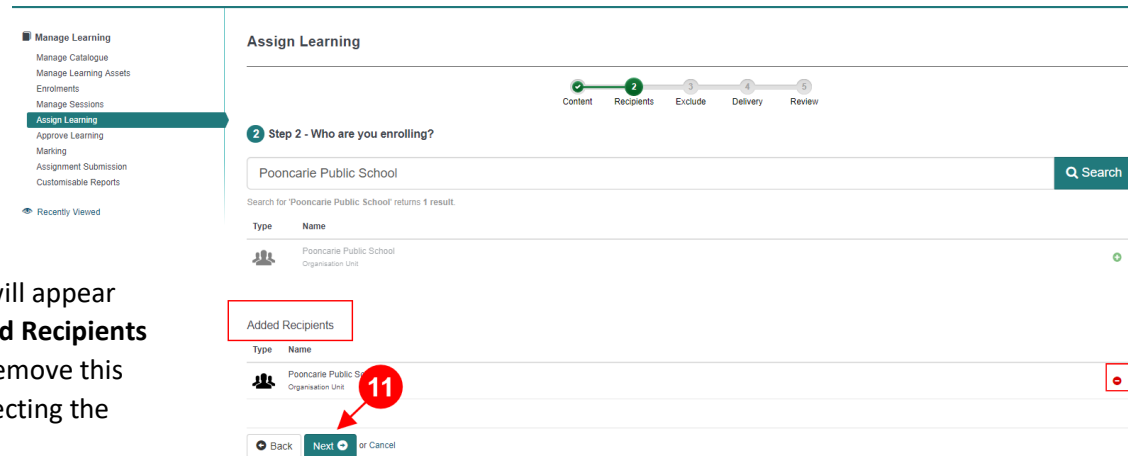
Manage Learning
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- Manage Learning Assets
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Assign Learning

Content — Recipients — Exclude — Delivery — Review

2 Step 2 - Who are you enrolling?

Pooncarie Public School   **9** →   Q Search

Search for 'Pooncarie Public School' returns **1 result**.

Type	Name
👥	Pooncarie Public School Organisation Unit **10** → ⊕

Added Recipients

Type	Name

No items selected yet

◀ Back   Next ▶   or Cancel

Step 11: Select the **Next** button.

Your selection will appear below the **Added Recipients** area. You can remove this selection by selecting the minus icon.

Step 12: Add the user's name in the **Search** field.
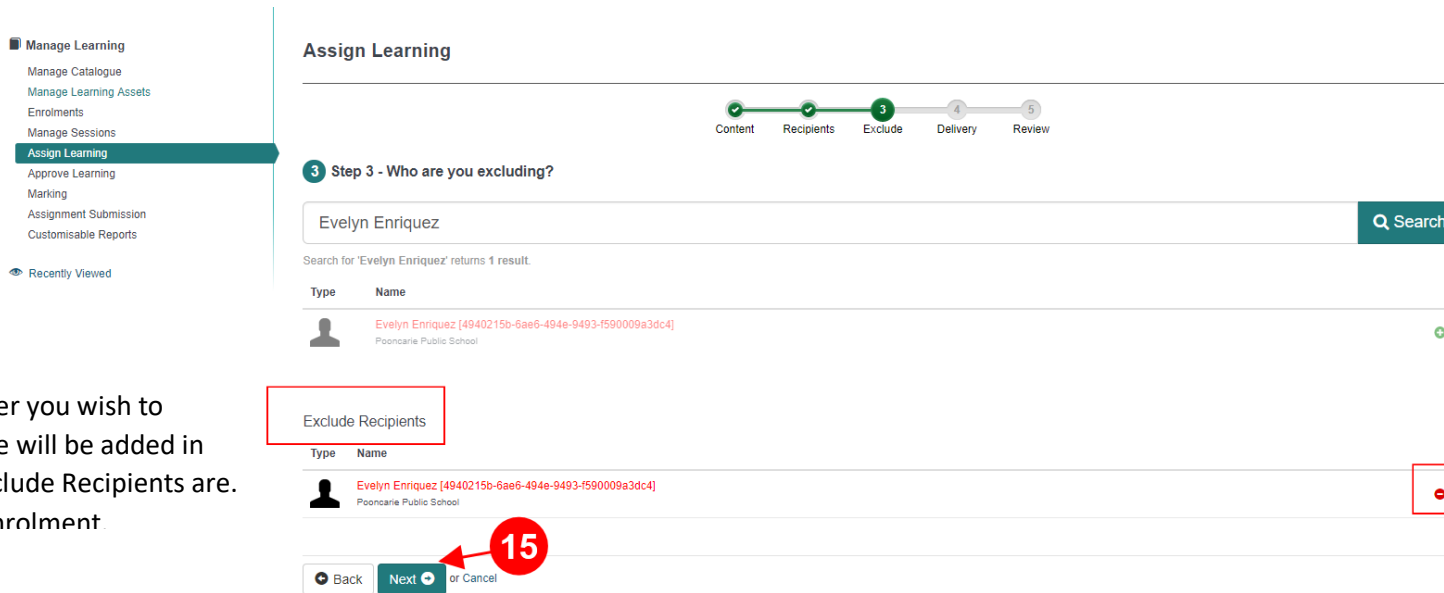
Step 13: Select the **Search** button.

Step 14: Select the plus icon.

Step 15: Select the **Next** button.

Assign Learning

Content — Recipients — **3** Exclude — 4 Delivery — 5 Review

3 Step 3 - Who are you excluding?

| Evelyn Enriquez | **Q Search** |

Search for 'Evelyn Enriquez' returns **1** result.

Type	Name	
👤	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] Pooncarie Public School	⊕

The user you wish to exclude will be added in the Exclude Recipients are. bulk enrolment.

Exclude Recipients

Type	Name	
👤	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] Pooncarie Public School	⊖

← Back **Next →** or Cancel

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Step 16: Leave the box ticked if you wish to send enrolment notification.

Un-tick this box if you are retrospectively enrolling users. Leave all other fields at their default value.
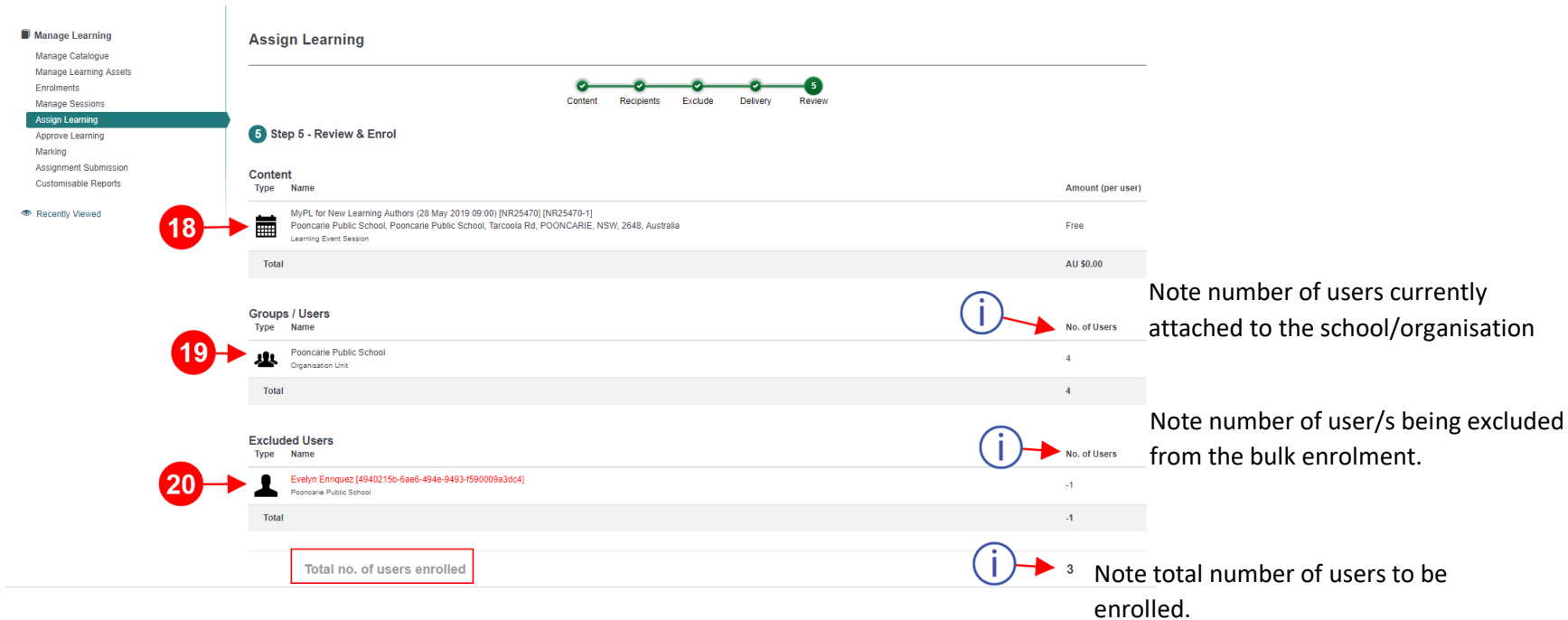
Step 17: Select the **Next** button.

Step 18: Check that you are enrolling the users in the right course, the right session (start date and venue).

Step 20: Check that you are enrolling the right school or organisation unit.

Step 21: Check that you are excluding the right user/s.

Note number of users currently attached to the school/organisation

Note number of user/s being excluded from the bulk enrolment.

Note total number of users to be enrolled.

Step 21: Select the **Finish** button.

Content

Type	Name	Amount (per user)
📅	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	Free
	Total	AU $0.00

Groups / Users

Type	Name	No. of Users
👥	Pooncarie Public School Organisation Unit	4
	Total	4

Excluded Users

Type	Name	No. of Users
👤	Evelyn Enriquez [4940215b-6ae6-494e-9493-f590009a3dc4] Pooncarie Public School	-1
	Total	-1

Total no. of users enrolled		3
Content AU $0.00 x 3 Users =	Sub total	AU $0.00
	GST	AU $0.00
	Total	AU $0.00

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⬅ Back | Finish ➡ | or Cancel

Step 22: Select **Manage Session** to view enrolled users.
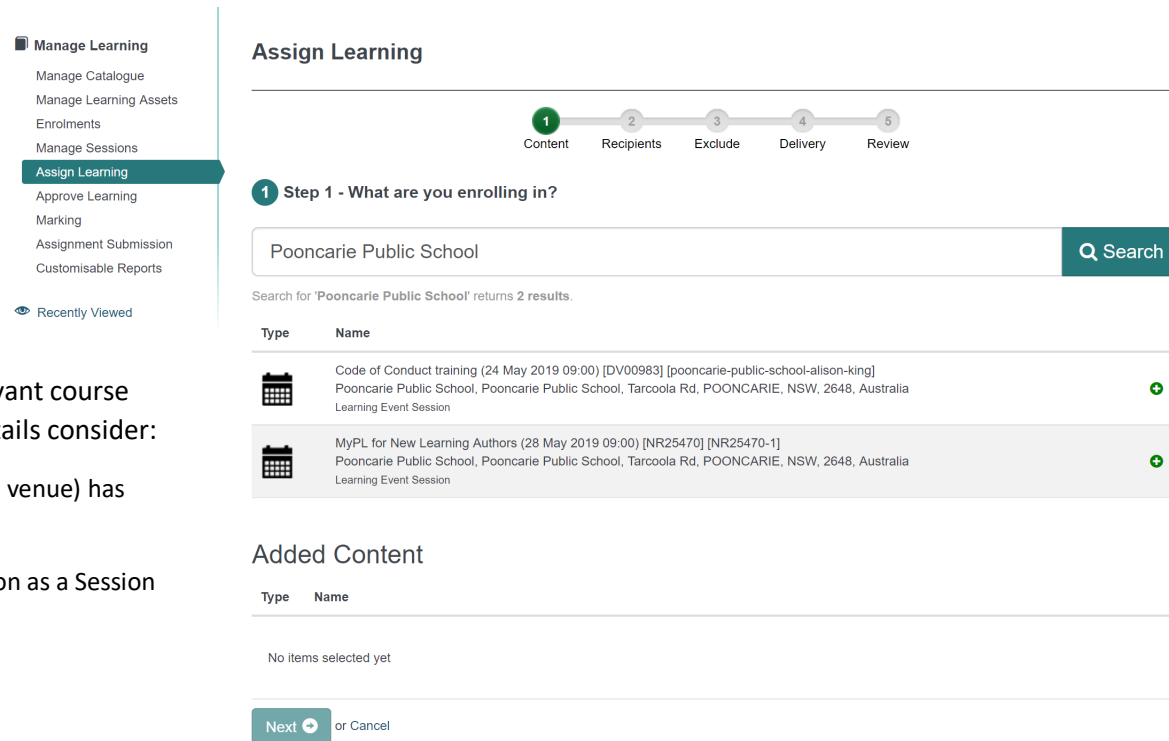

Note total number of users enrolled in the **Attendees** column. You can see the enrolled users, details by selecting the **Manage Attendees** icon.

Top tips for manually enrolling users in a session-based course:

- Search by venue – this will give you all the courses with scheduled sessions if you are assigned Session Support Officer
- Your selection should have the course title, the start date, and the venue.
- Before making a selection, check that you are choosing the right course title, session details (start date, venue), and correct Course identifier.

📖 **Manage Learning**

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👁 Recently Viewed

Assign Learning

①——②——③——④——⑤
Content Recipients Exclude Delivery Review

① Step 1 - What are you enrolling in?

| Pooncarie Public School | 🔍 Search |

Search for 'Pooncarie Public School' returns **2 results**.

Type	Name	
📅	Code of Conduct training (24 May 2019 09:00) [DV00983] [pooncarie-public-school-alison-king] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	➕
📅	MyPL for New Learning Authors (28 May 2019 09:00) [NR25470] [NR25470-1] Pooncarie Public School, Pooncarie Public School, Tarcoola Rd, POONCARIE, NSW, 2648, Australia Learning Event Session	➕

Added Content

Type	Name
	No items selected yet

Next ➡ or Cancel

If you cannot see the relevant course title, or course session details consider:

- If an actual session (start date, venue) has been scheduled

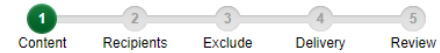- If you have access to the session as a Session Support Officer

Avoid searching by Course Identifier when manually enrolling users in a session-based course.

Assign Learning

① Content ② Recipients ③ Exclude ④ Delivery ⑤ Review

① Step 1 - What are you enrolling in?

NR25470   🔍 Search

Search for 'NR25470' returns **1** result.

Type	Name
📅	MyPL for New Learning Authors [NR25470] ⊕
	Course - Learning Event; Tag: No, General, None, Not Applicable, Not Applicable, TIPD (Non Registered)

Searching by Course Identifier will bring the course title but not the scheduled session/s. Making this selection will enrol the users in the course wait list only.

Added Content

Type	Name

No items selected yet

Next ➡ or Cancel

Avoid searching by course title keyword/s.

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Searching by course title keyword/s may present you with too many options to choose from. The example shows 22 possible courses with keyword "MyPL".

Assign Learning

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1 Step 1 - What are you enrolling in?

| MyPL | | Q Search |

Search for 'MyPL' returns **22 results**.

Type	Name
📁	A Beginner's Guide to MyPL [NR22014] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable
📅	DTHS - Navigating MyPL, eTAMs and the e-safety system [NR19257] Course - Learning Event; Tag: No, TIPD (Non Registered), No, Secondary, 0%, None, Proficient, Not Applicable, Not Applicable, 6.2.2, 7.2.2
📅	Enhancements to Course Registration in MyPL [NR25605] Course - Learning Event; Tag: TIPD (Non Registered), No, Early Childhood, General, Primary, Secondary, All Stages, Not Applicable, Not Applicable
📅	Hebersham PS MyPL: Submitting a non-registered learning event [NR19768] Course - Learning Event; Tag: TIPD (Non Registered), No, Primary, 0%, None, Proficient, Not Applicable, Not Applicable, 7.2.2
📅	Leading Professional Learning and the MyPL & NESA Systems @ Milton PS [NR25659] Course - Learning Event; Tag: No, General, All Stages, Not Applicable, Not Applicable, 0%, TIPD (Non Registered)
📁	Making MyPL work for you [NR19292] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable
📁	Maximising MyPL for Principals [NR17599] Course - Program; Tag: No, General, 0%, All Stages, N/A, Not Applicable, Not Applicable, TIPD (Non Registered)
📅	Murray Farm PS MyPL and NESA [NR24022] Course - Learning Event; Tag: TIPD (Non Registered), No, Primary, 0%, None, Early Stage 1, Stage 1, Stage 2, Stage 3, N/A, Not Applicable, Not Applicable
🏷	MyPL Diary Entry [Diary_Entry] Course - Other Learning
📁	MyPL for Corporate Staff [NR18750] Course - Program; Tag: TIPD (Non Registered), No, General, 0%, None, N/A, Not Applicable, Not Applicable

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