Manager: Enroll Employees in Training

As manager, you can enroll employees in courses and learning paths. You will only see employees for groups (ministry/department/cost centre) you manage (direct/indirect reports).

Note: There may be courses/learning paths with special enrollment settings that may prevent managers from enrolling employees.

Enroll Employees in Courses/Learning Paths

You can enroll individual employees or enroll groups.

1. From the primary navigation (see LMS navigation guide) go to **Enrollments**.
2. From **New Enrollments** tab:
   - To enroll employees in courses, select one or more courses from the list.
   - To enroll employees in learning paths, click **Switch to Paths >** select the path(s) from the list.
3. On the **Select Users** side:
   - To enroll individual employees, select the employee(s) from the list.
   - To enroll groups, click **Switch to Groups >** select the group(s) from the list.
4. Click **Enroll** to finish.

Note: To check which courses an individual is already registered for or completed you can either run a report (see guide on Manager: Running Reports) or go to the employee's profile.

1. From the primary navigation (see LMS navigation guide) go to **Users**.
2. Select the employee from the list (you can use the search and filter options if the list is long) **>** go to **Enrollments** tab.

Additional Note: If the requisite course/learning path is missing, use the **Enroll User** button to enroll the employee in the needed course. You will be taken to the **Enrollments** page (as detailed above) with the employee automatically selected on the **Select Users** side.