

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.

The screenshot shows the Manager Dashboard with the 'Enrollments' tab selected. The 'New Enrollment' tab is active. The 'Select Courses' section shows 'Cybersecurity 2024' selected. The 'Select Users' section shows 'Learner Cayman' selected. Red boxes highlight the 'Switch to Paths' and 'Switch to Groups' buttons. At the bottom, there is a 'Re-enroll completed users?' toggle and 'Enroll' and 'Cancel' buttons.

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.



Manager Dashboard

Users

Enrollments

Reports

My Live Sessions

Forum

Info Enrollments Groups Achievements

Enroll User

Total Number of Courses

Enrolled Courses	Completed Courses	External Training
8	0	1

v.1 Course Testing - Tavia - V2
In Progress · Last Entered 01 Aug 2024
Progress 33%

v.2 New Course
In Progress · Last Entered 05 Jul 2023
Progress 67%

v.2 Data Security
In Progress · Due date 15 Jul 2023
Progress 67%

v.1 Text and Image Module Course
Not Started · Enrolled 13 Jun 2023 · Due date Set Date

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.