

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 displays the 'Create New Enrollments' interface. The sidebar on the left contains navigation links: Manager Dashboard, Users, Enrollments (highlighted), Reports, My Live Sessions, and Forum. The main content area has a header with 'New Enrollment' and 'Enrollment Requests' tabs. Below this is the 'Create New Enrollments' section, which includes a 'Create new enrollment' card with instructions, a 'Select Courses' section with a list of courses (Cybersecurity 2024, Course Testing - Tavia - V2, Course Testing - Tavia) and a 'Switch to Paths' button, and a 'Select Users' section with a list of users (Learner Cayman, Manager Cayman) and a 'Switch to Groups' button. At the bottom right, there is a toggle for 'Re-enroll completed users?' and two buttons: 'Enroll' and 'Cancel'.

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.

The screenshot displays the 'Enrollments' tab for a user named 'Learner Cayman'. The interface includes a sidebar with navigation options: Manager Dashboard, Users, Enrollments, Reports, My Live Sessions, and Forum. The main content area shows a summary of course status: 8 Enrolled Courses, 0 Completed Courses, and 1 External Training. Below this, a list of enrolled courses is shown with their progress bars:

Course ID	Course Name	Status	Last Entered	Progress	
v.1	Course Testing - Tavia - V2	In Progress	01 Aug 2024	33%	
v.2	New Course	In Progress	05 Jul 2023	67%	
v.2	Data Security	In Progress	Due date 15 Jul 2023	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.