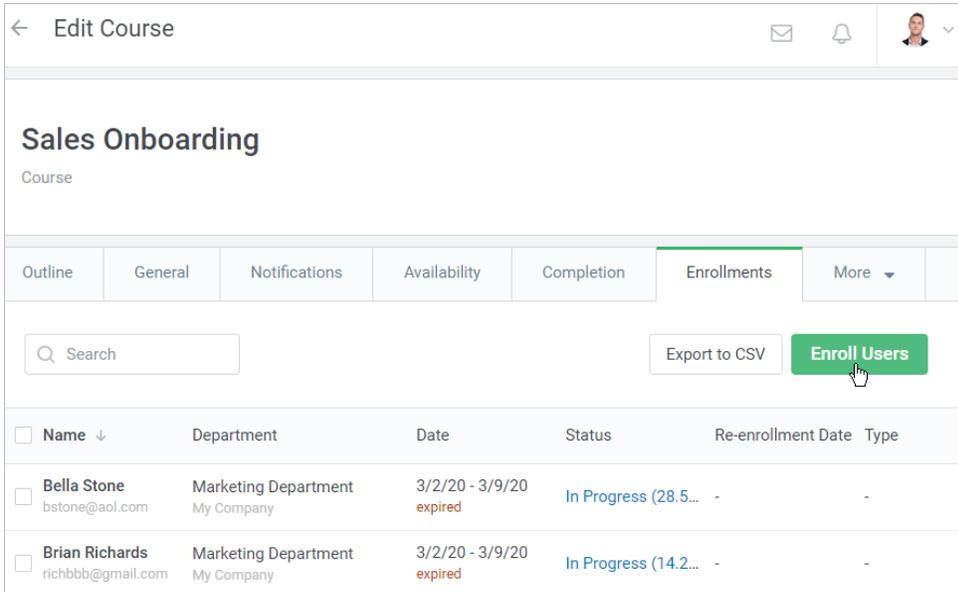


Manual Enrollments

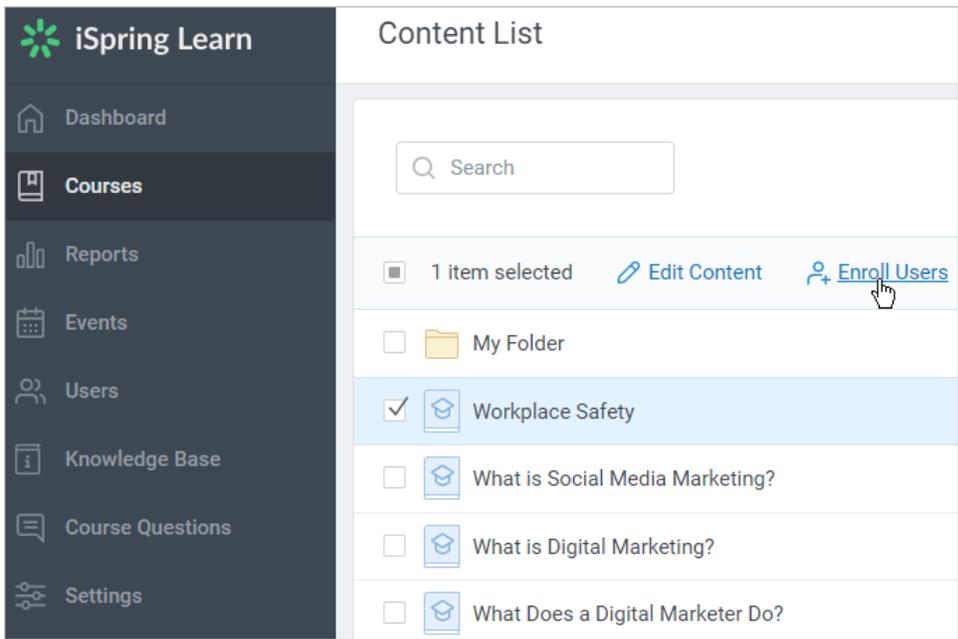
Enrollments are a new iSpring Learn feature which enables you to enroll users into courses, assignments, pages, presentations, and other content types.

Creating an enrollment starts with choosing a content item. Select a content item to assign to your students in one of three ways:

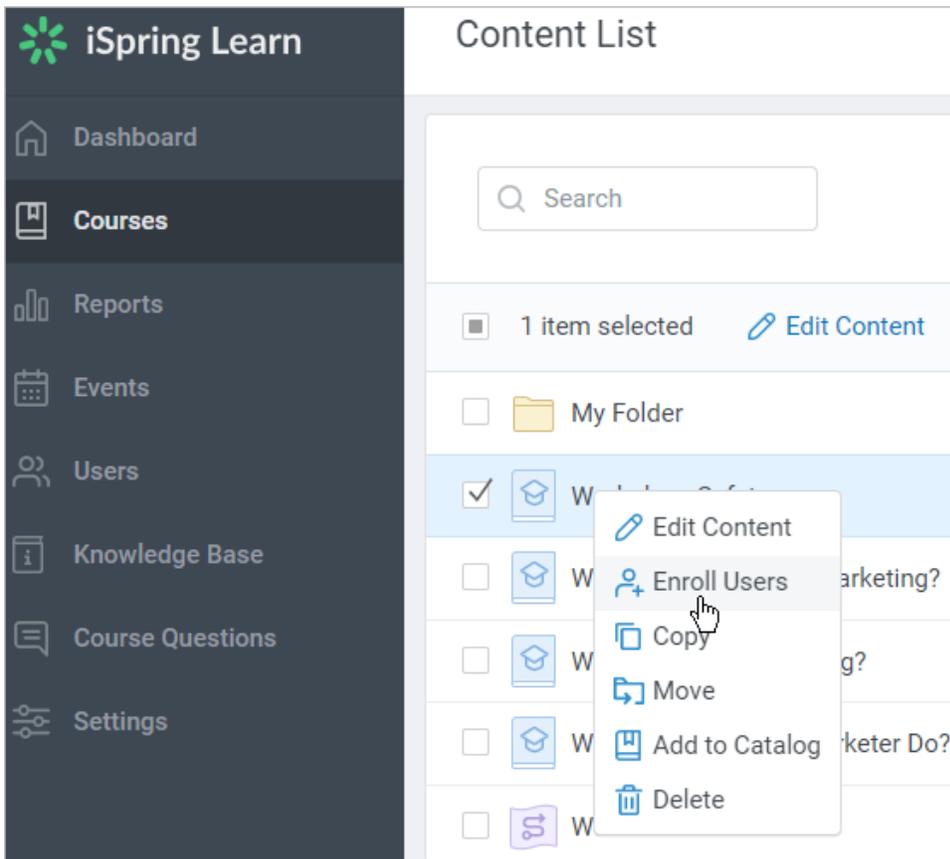
1. On the **Edit Course** page, open the **Enrollments** tab. Then, click the **Enroll Users** button.



2. The alternative is to check a content item in the **Courses** section and click the **Enroll Users** link in the upper menu. This way will be useful in case you want to choose multiple items for enrollment.



3. The third way is to right-click a course and select **Enroll Users** in the context menu. You can also choose multiple courses and click **Enroll Users** in the context menu.



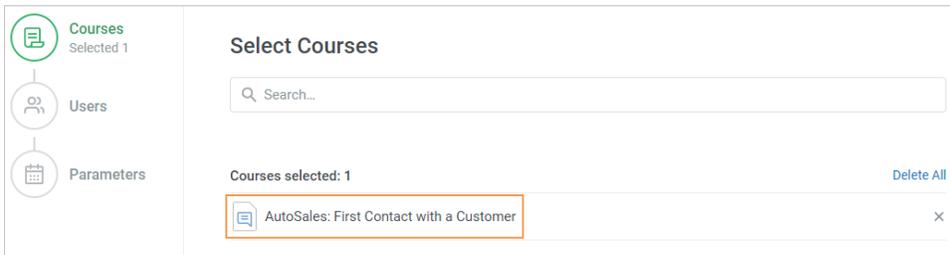
In the opened window, go ahead and create the enrollment.

- [Step I: Courses](#)
- [Step II: Users](#)
- [Step III: Parameters](#)

Step I: Courses

At this step, the following actions are available:

1. Viewing content items that you have chosen to assign.



2. Adding extra courses to the list of assigned items.
To do this, click the search bar, choose needed content items, and hit the **Add** button.

Select Courses

Search...

-  10 PowerPoint Tips to Make Your Slides More Effective
-  9 Ways to Get Better at Selling
- Amazing Sicily
-  AutoSales: First Contact with a Customer
-  Best Car Speakers models
-  Biodiversity in Bali
-  Brand wheel
-  Create a Landing Page in Tilda Website Builder
-  Enabling SSO in iSpring Learn
-  Homework Assignment

[Clear All](#) [Add](#)

3. Deleting content from the list. Click a cross next to a course or click the **Delete All** link if you want to empty the list completely.

Select Courses

Search...

Courses selected: 2 [Delete All](#)

-  AutoSales: First Contact with a Customer ✕
-  10 PowerPoint Tips to Make Your Slides More Effective ✕

As soon as the content list is ready to be assigned, click **Next** or select the **Users** step.

Select Courses

Search...

Courses selected: 2 Delete All

	AutoSales: First Contact with a Customer	×
	10 PowerPoint Tips to Make Your Slides More Effective	×

Next →

Step II: Users

At the **Users** step, build a list of learners who will study content.

1. Start entering the name, last name, login, or email of a user and left-click the matching option.

If the course is assigned to the administrator, all [previews](#) of course modules made from the admin portal will be accounted for in the [reports](#).

Select Users

Search: hel

Helen Smith (helen.smith)

Advanced Search

2. If you can't locate the needed learner, use the **Advanced Search** option.

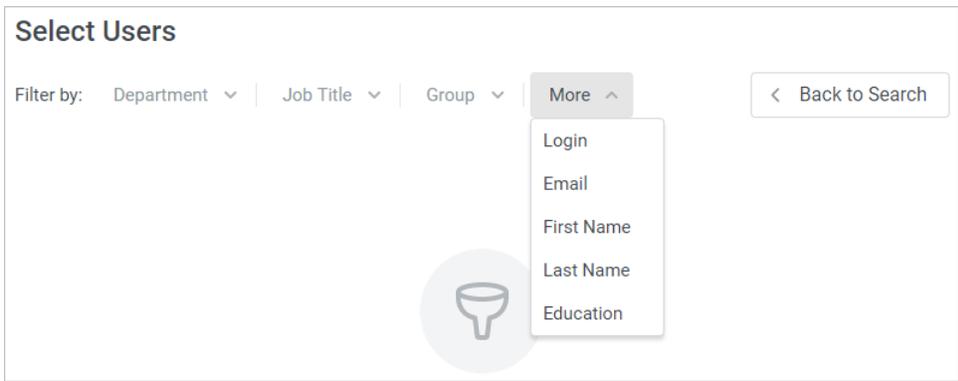
Select Users

Search: Enter a user name...

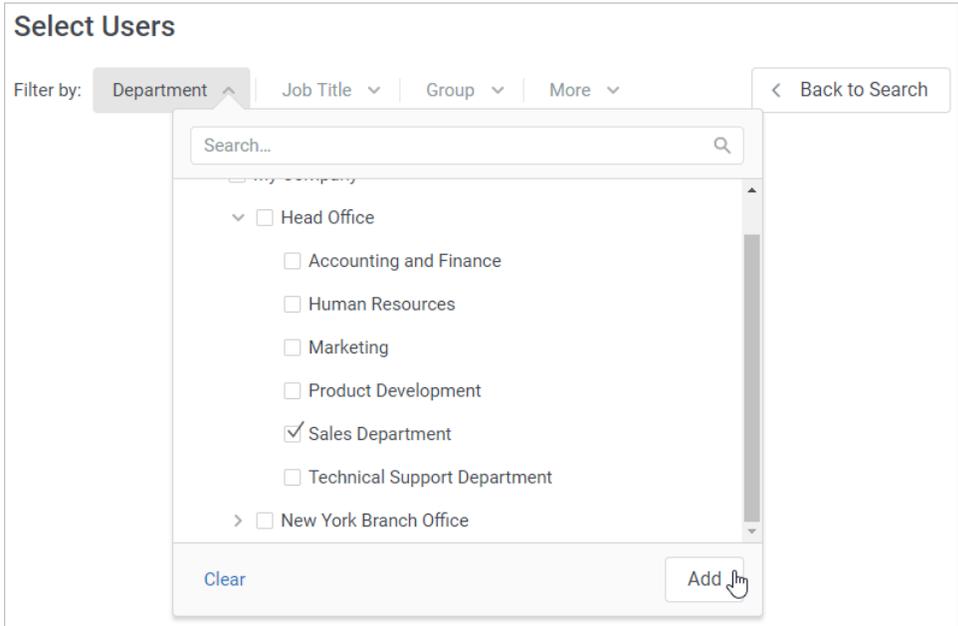
Advanced Search

Here, the following filters are available:

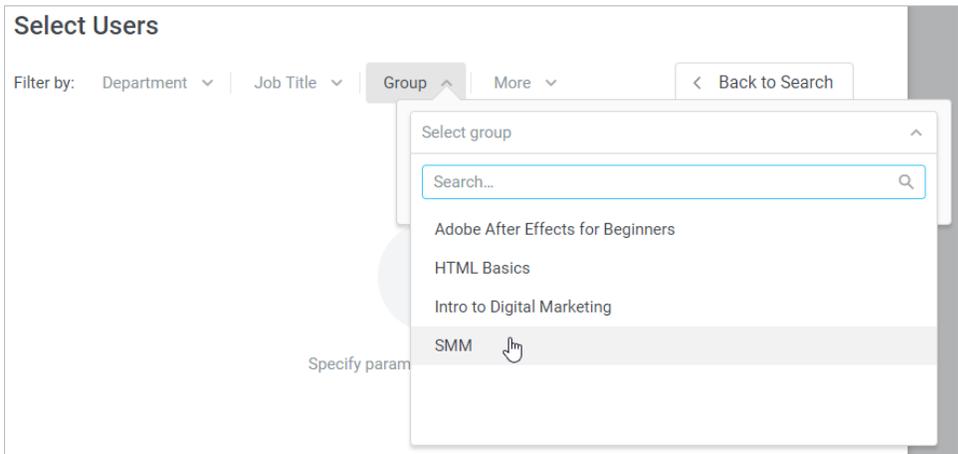
- Department
- Position
- Group
- Login
- Email
- Name
- Last Name
- Country
- Other required [profile fields](#)



Assign courses to users belonging to a specific department or multiple departments. For instance, assign the Rules of Effective Negotiating course to the entire Sales department.



Also, you can choose an entire group of users to get enrolled in studying a course. Let's say, you can enroll all learners from the SMM group into the Setting Up Ad Targeting course.



Filtering by other parameters works the same way. Sort users by a specific value and assign the courses to pass.

3. To remove a user from the list, click the cross next to their name. If you want to empty the list completely, click **Delete All**.

Select Users

Advanced Search

Users selected: 2	Department	Delete All
Helen Smith Sales Manager	Head Office	✕
Ronald Kray	My Company	✕

To go on to the next step, hit **Next** or click the **Parameters** step.

Courses
Selected 2

Users
Selected 3

Parameters

Select Users

Filter by: Department | Job Title | Group | More | [Clear Filter](#)

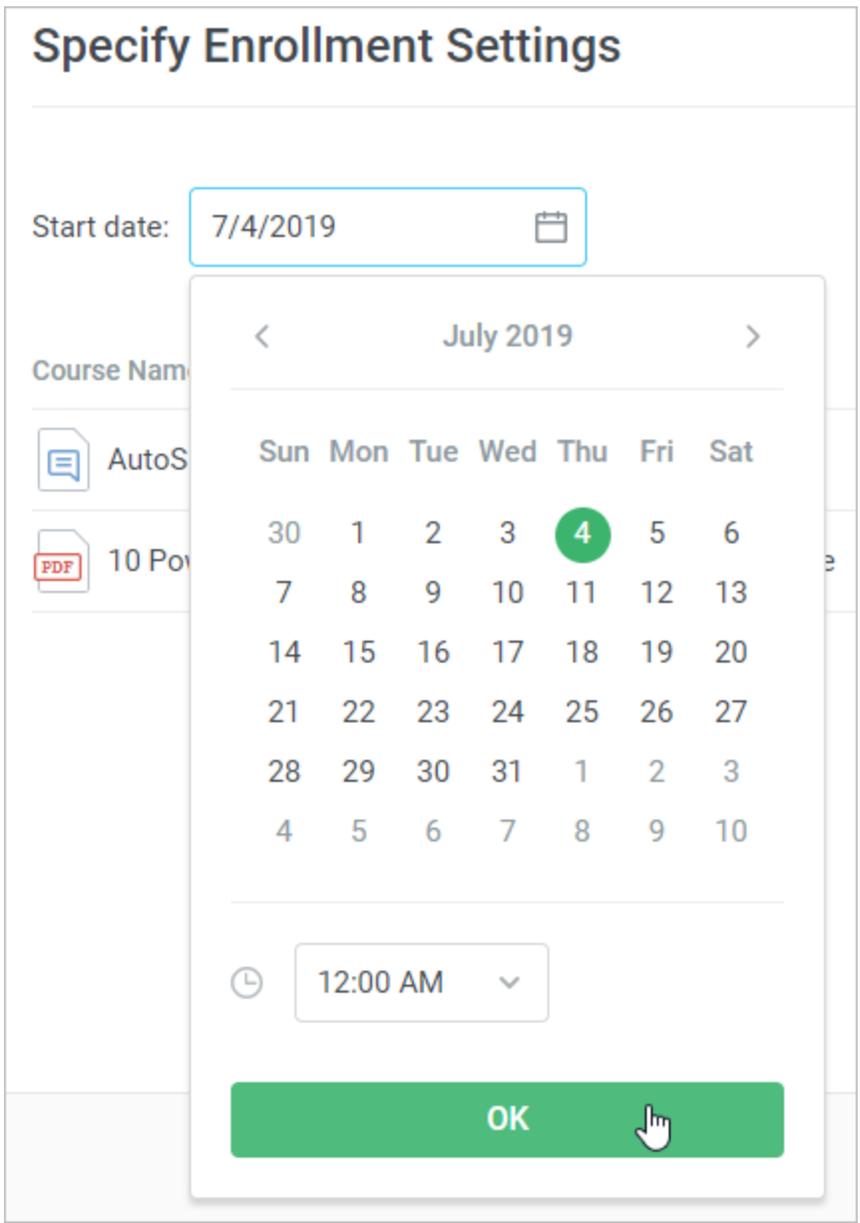
Users selected: 3	Department	Clear All
Emily Sohail	My Company	✓
Helen Smith Sales Manager	Head Office	✓
Ronald Kray	My Company	✓

[Back](#) [Next](#)

Step III: Parameters

At this step, you can set up the start date and time of studying content and specify the completion date.

1. Click the calendar icon in the **Start date** field. In the opened calendar, select date and time and click **OK**.



2. The second parameter that you can change in this window — the due date. The following options are available:

- Use course settings** — the value from the [Availability](#) tab is auto-populated.
- By Date** — you set up the time and date by which the content item should be completed.
- For a period** — specify the number of days, weeks, months, or years your learners may take to complete the course. **Note:** a month always has 30 days, and a year — 365 days.
- No Due Date** — the content item is not time-limited, and your students can study it as long as they want.

Specify Enrollment Settings

Start date:

Course Name	Due Date
How to Sell Cars Professionally	Unlimited
How to Create a...	

Time to complete course:

Apply to all

3. If you need to apply the completion settings to all assigned items, check **Apply to All**.

< July 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Apply to all

In this case, the completion date will be the same for all assigned courses.

Course Name	Due Date
 AutoSales: First Contact with a Customer	7/5/2019 ▾
 10 PowerPoint Tips to Make Your Slides More Effective	7/5/2019 ▾

When you successfully complete all these steps, click the **Enroll** button. Now all your students will receive a notification in the user portal and to their email address. Also, the assigned content will appear in the **My Courses** section of the user portal, and students may start studying it.

You can also [edit](#) and [cancel](#) enrollments, [reset their progress](#), or [export all of them to a CSV file](#).

-  **Courses**
Selected 2
-  **Users**
Selected 2
-  **Parameters**

Specify Enrollment Settings

Start date: 

Course Name	Due Date
 AutoSales: First Contact with a Customer	7/5/2019 ▾
 10 PowerPoint Tips to Make Your Slides More Effective	7/5/2019 ▾

< Back
Enroll