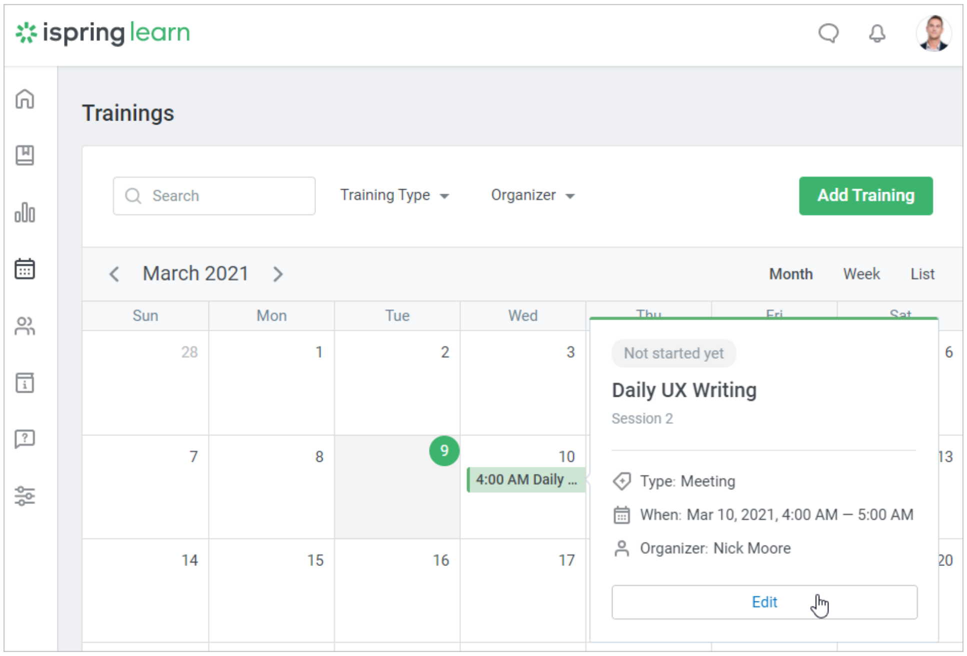
Enrolling Participants

You can enroll participants in a training in one of two ways:

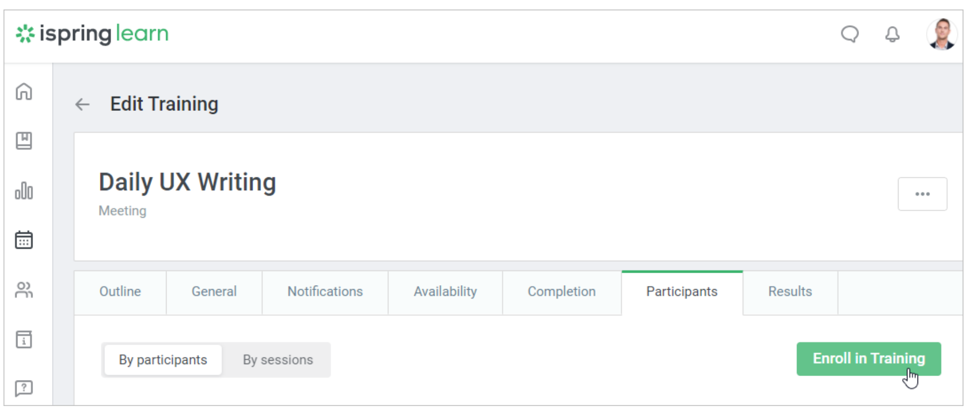
- On the Edit Training Page
- On the Edit User Page

On the Edit Training Page

1. Locate a training in the calendar and click on **Edit**.

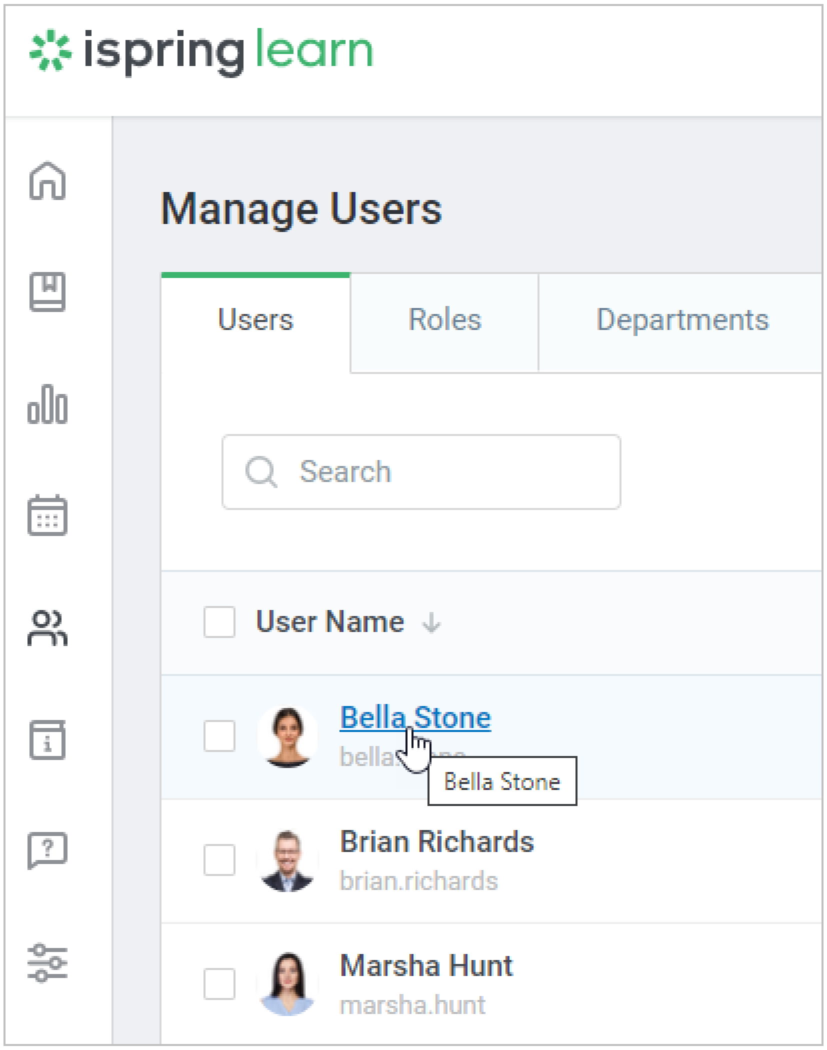


2. To enroll users in a training, open the **Participants** tab and click **Enroll in Training**.



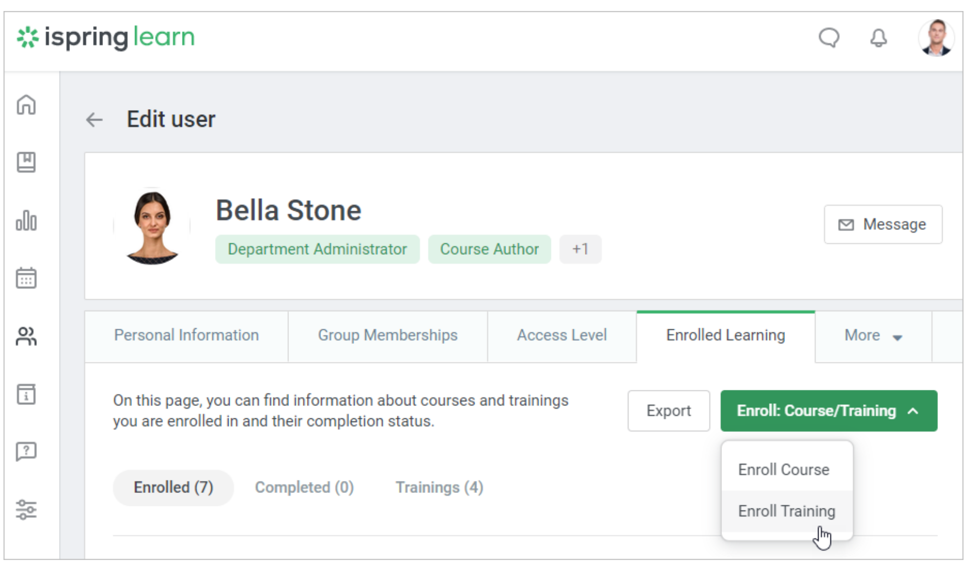
On the Edit User Page

1. Go to the **Users** section and click on a user's name.



2. On the **Edit user** page, open the **Enrolled Learning** tab. Next, click on the **Enroll: Course/Training** and choose **Enroll Training**.

   In this case, the order of the stages on the enrollment window will be different: **Users Trainings Parameters**. Learn more in the Enrolling on a User's Page article.



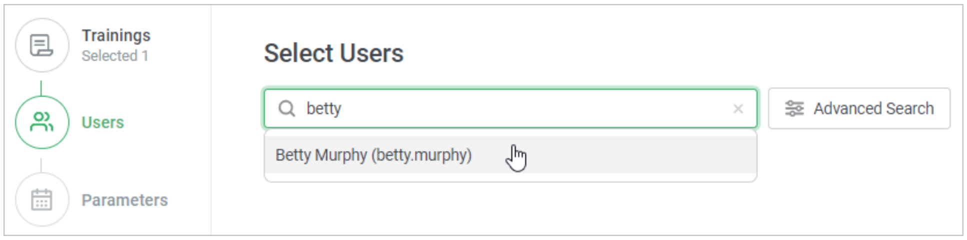
In the window that appears, specify learners who will be enrolled in the training, select a training session, and specify the access date.

- Adding Users
- Parameters

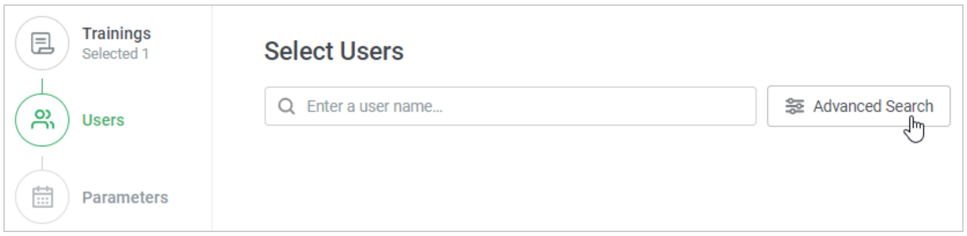
Adding Users

At the **Users** step, make up a list of learners who will be enrolled in the training.

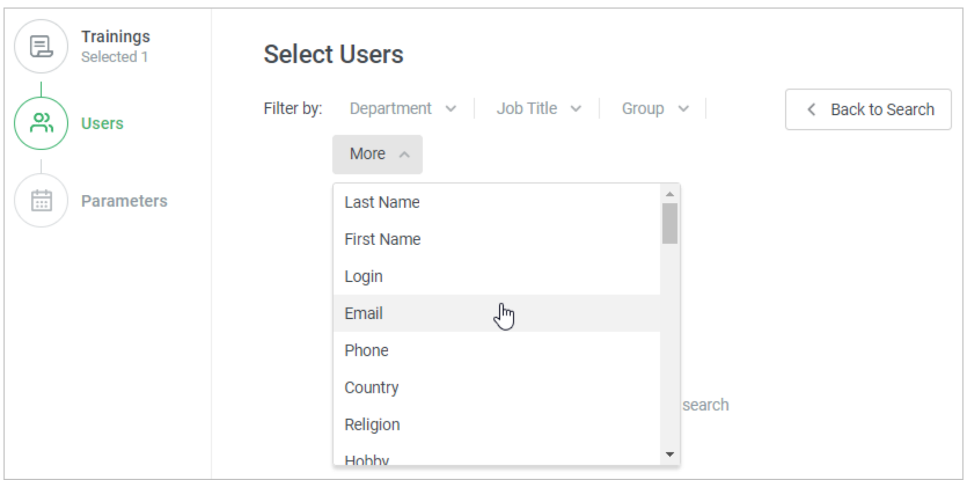
1. Start entering the first name, last name, login, or email address. The system will suggest all existing matches. Left-click the name and the user will be added to the list.



2. If you can't find a learner, use the **Advanced Search** option.

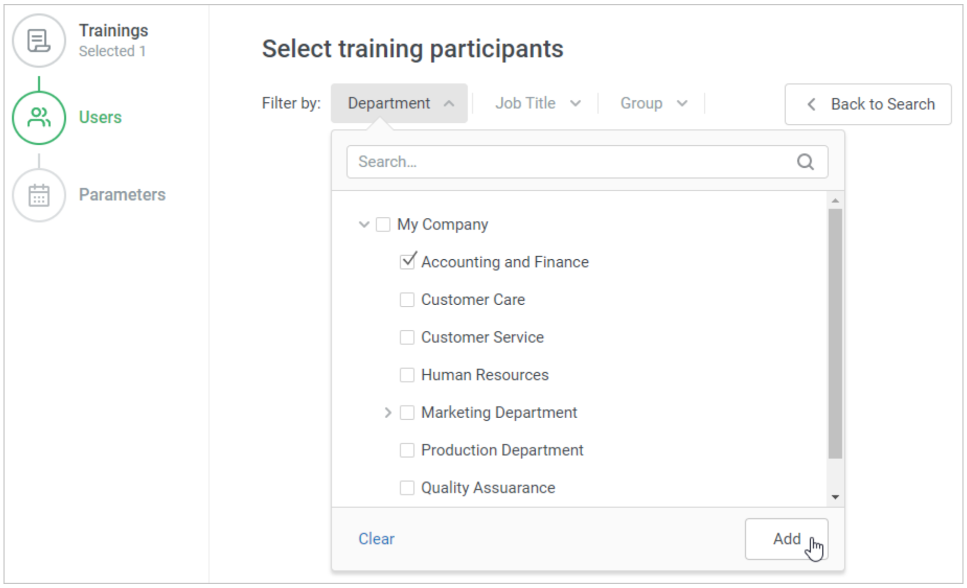


3. Here, the following filters are available:
   • Department (*Department Administrators* and users with a custom role will only see those departments they manage and their sub-departments)
   • Job Title
   • Group
   • First Name
   • Last Name
   • Login
   • Email
   • Phone
   • Country
   • Other profile fields, including custom fields

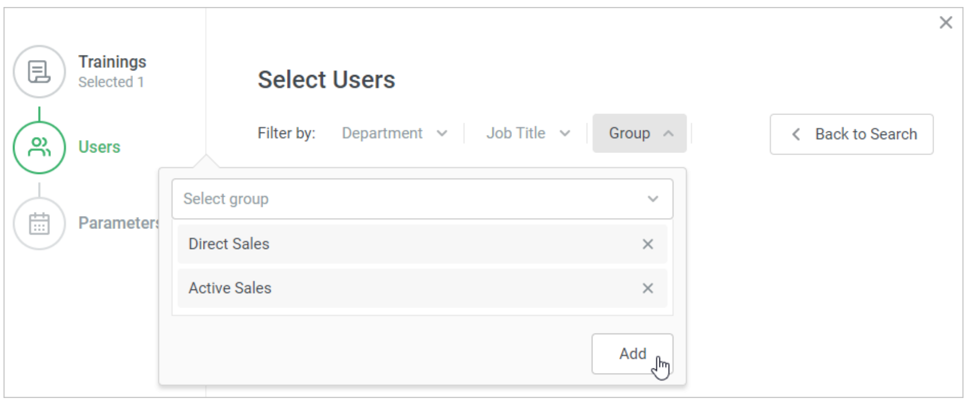


4. Enroll one or more departments in a training. For example, enroll all users from the Sales department into the "14 Proven Marketing Strategies to Increase Sales" webinar.

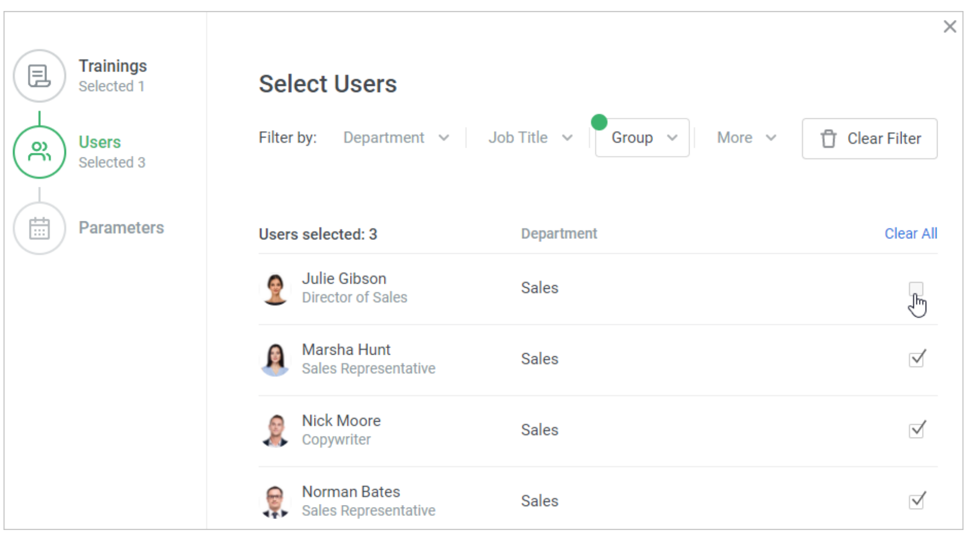
   Department Administrators and users with a custom role will see only those departments they manage and their sub-departments in the **Department** menu.



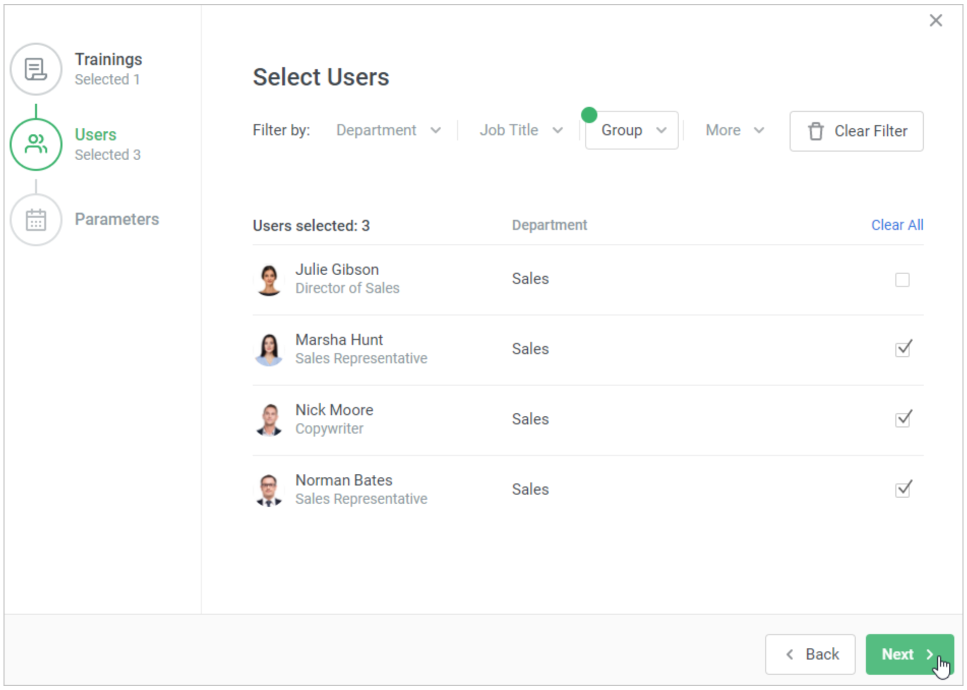
5. You can also enroll one or more user groups into the training.
Filtering the other fields works in the same manner. Just filter the users by certain parameters and enroll them in the training.



6. To remove a user from the list, deselect their name. If you want to clear the list completely, click **Clear All.**



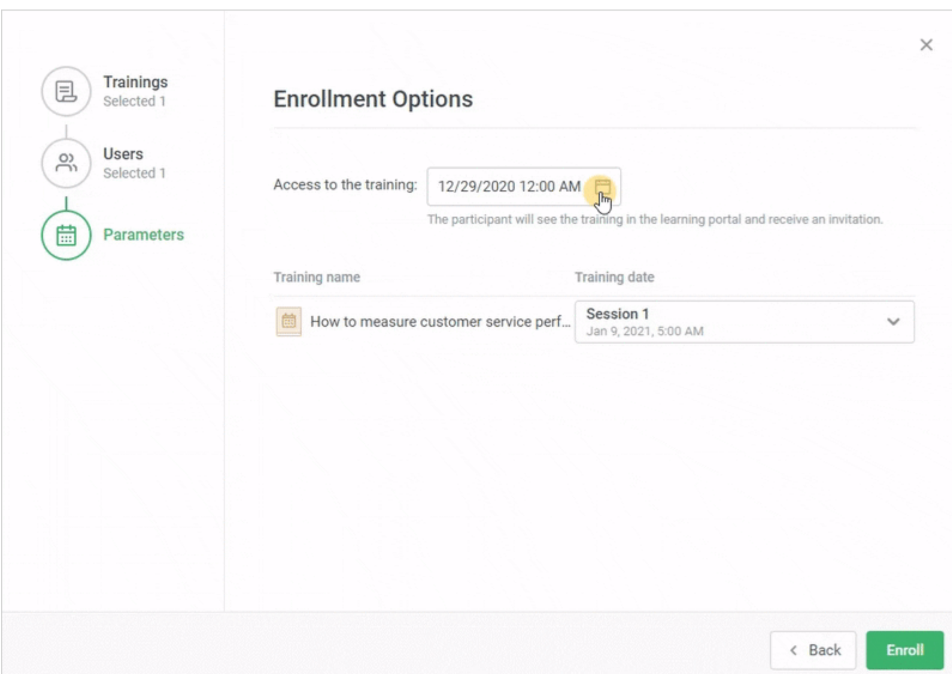
7. To proceed to the next step, click on the **Next** button or on **Parameters**.



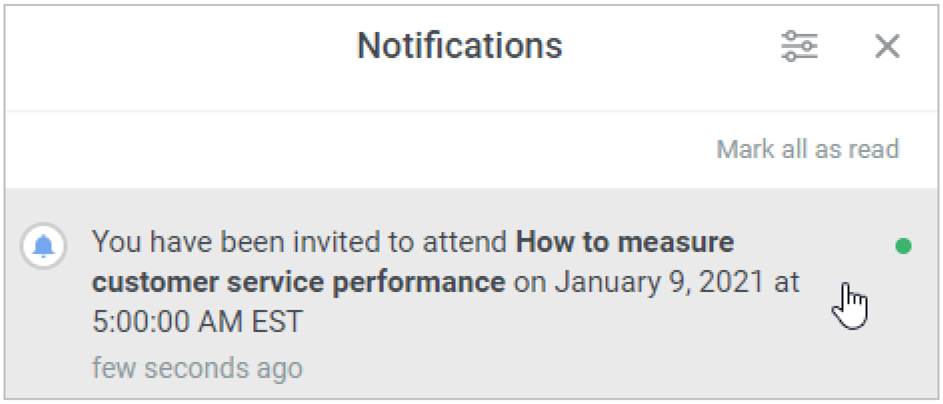
Parameters

At this point, specify which session the users are enrolled in and when they get access to the training.

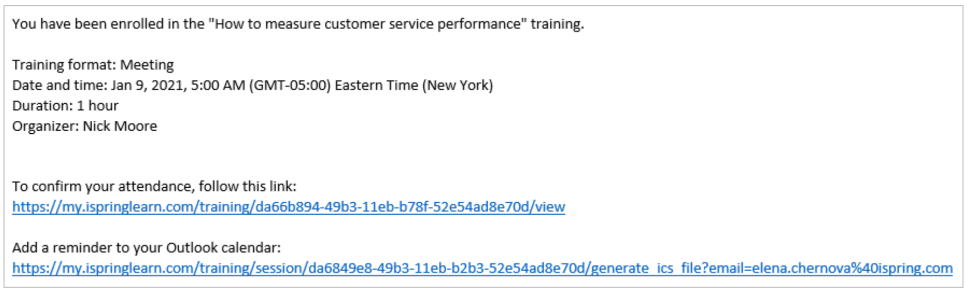
1. Specify when users will be able to see the training in the My Trainings section of the user portal and receive a notification about the enrollment.
2. Next, select the session in which you want to enroll the users.
3. Finally, click **Enroll**.



4. On the access date, all participants will receive a notification in their iSpring Learn account.



They will also receive invitation emails if their email addresses are specified in their profiles. If they wish, they can confirm their participation in the training and add a reminder to their Outlook calendar in the .ical format.


You have been enrolled in the "How to measure customer service performance" training.

Training format: Meeting
Date and time: Jan 9, 2021, 5:00 AM (GMT-05:00) Eastern Time (New York)
Duration: 1 hour
Organizer: Nick Moore

To confirm your attendance, follow this link:
https://my.ispringlearn.com/training/da66b894-49b3-11eb-b78f-52e54ad8e70d/view

Add a reminder to your Outlook calendar:
https://my.ispringlearn.com/training/session/da6849e8-49b3-11eb-b2b3-52e54ad8e70d/generate_ics_file?email=elena.chernova%40ispring.com

Notes:

1. You can enroll the same user in only one of the training sessions.
2. You can enroll the same user in two different trainings, even though they take place at the same time.
3. *Department Administrators* and users with a custom role can enroll users **from the departments they manage and their sub-departments** in trainings.
4. Under the **Participants** tab, you will see only those participants who were invited to the training via the iSpring Learn interface.
5. In the Reports section, you will find statistics only on those participants **who were invited via iSpring Learn.** If a participant received an invitation to attend a training outside of iSpring Learn, having received a webinar link in a message or by email, for example, their participation will not be included in the reports.
6. Under the **Participants** tab, a person's enrollment in a training can be edited or canceled. You can also edit a user or sort participants by session.
7. The training enrollment can be edited or canceled under the **Enrolled Learning** tab on the **Edit user** page. You can add the user's results at the same place.