**Enrollment (Managing Attendance)**

**Search and Enroll**

The **Search and Enroll** feature can be used to manually record a learner’s attendance.

* You will be able to enroll any user this way, but they must already have an account created.
* This is a good option for enrolling a few learners, but, time consuming if you are enrolling a large number.
* You must enroll the learner **AND** mark the learner as attended.

**Step 1-** Access your **Course.**

**Step 2-** Click on **Enrollments.**



**Step 3:** Click on **Search and Enroll**.



1. Type in any part of their **first** and/or **last name** and/or email. ***Reminder***: the learner must have an existing account to use “Search and Enroll”.



1. Once their name appears place a check mark in the box and click “Enroll user”.

***Reminder:*** you must also mark the learner as attended (next step).



1. Check the box to select all the enrolled users, once they are all selected, click mark user attended.

