

# RSS TRAINING

## 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.

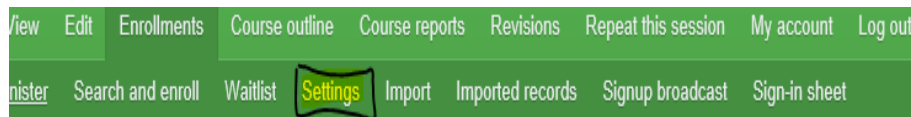
**Step 1-** Access your Series and applicable Session.

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

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**Step 3-** Click on **Settings**.



- Ensure **Enrollments** are closed.
- OPTIONAL:** Check **Send confirmation** if you want to send an email to every learner that you enroll using the importing tool.

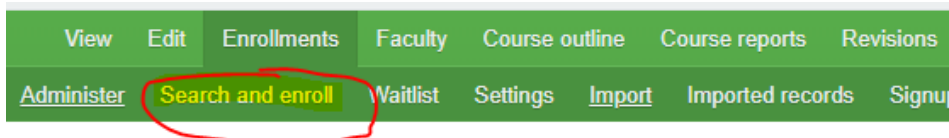
Send confirmation

**Confirmation email**  
Email sent to user upon sign

### **Example:**

Thank you for attending the session, [Insert Title]. The credits have been added to your "Session Credit" under Activities from your profile page, <http://cce.upmc.com>.

**Step 4:** Click on **Search and Enroll**.



- a. 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”.

User: E-mail	First name	Last name	
<input type="text" value="admin@example.com"/>	<input type="text" value="Admin"/>	<input type="text" value="User"/>	<input type="button" value="Apply"/>

- b. 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).

Operations		
<input type="button" value="Enroll user"/>	1 row selected ( <a href="#">reset</a> )	
<input type="checkbox"/>	<a href="#">Username</a>	<a href="#">E-mail</a>
<input checked="" type="checkbox"/>	<a href="#">admin</a>	<a href="#">admin@example.com</a>

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

Operations					
<input type="button" value="Remove enrollment"/>	<input type="button" value="Edit enrollment"/>	<input checked="" type="button" value="Mark user attended"/>	<input type="button" value="Mark user not attended"/>	<input type="button" value="Modify fields"/>	<input type="button" value="Send e-mail"/>
<input checked="" type="checkbox"/>	<a href="#">Username</a>	<a href="#">E-mail</a>	<a href="#">First name</a>	<a href="#">Last name</a>	<a href="#">Enrollment created</a>
<input checked="" type="checkbox"/>	<a href="#">barnettma4</a>	<a href="#">@gmail.com</a>	<a href="#">Matt</a>	<a href="#">barnett</a>	11/21/2019 - 1:54pm