

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.

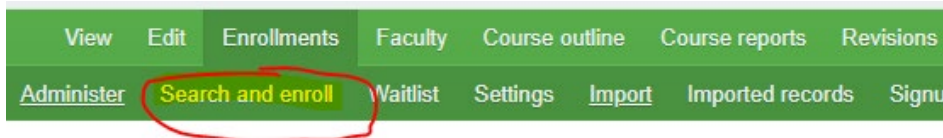
Step 1: Access your **Course**.

Step 2: Click on **Enrollments**.

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Step 3: 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".

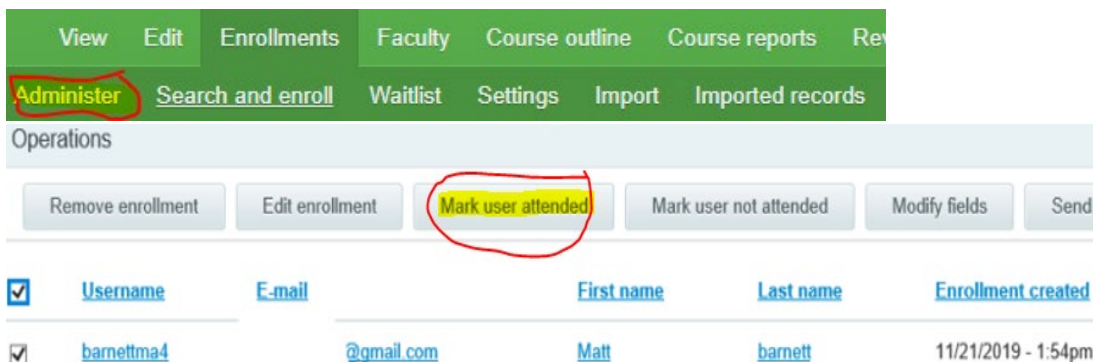
User: E-mail	First name	Last name	
<input type="text" value="admin@example.com"/>	<input type="text" value="Admin"/>	<input type="text" value="User"/>	<input type="button" value="Apply"/>

- 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 (reset)
<input type="checkbox"/>	Username E-mail
<input checked="" type="checkbox"/>	admin admin@example.com

Step 4: Click on **Administer**. Check the box to select all the enrolled users, once they are all selected, click mark users attended.



View	Edit	Enrollments	Faculty	Course outline	Course reports	Revisions
Administer	Search and enroll	Waitlist	Settings	Import	Imported records	Sign out
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 email"/>	
<input checked="" type="checkbox"/>	Username	E-mail	First name	Last name	Enrollment created	
<input checked="" type="checkbox"/>	barnettma4	@gmail.com	Matt	barnett	11/21/2019 - 1:54pm	