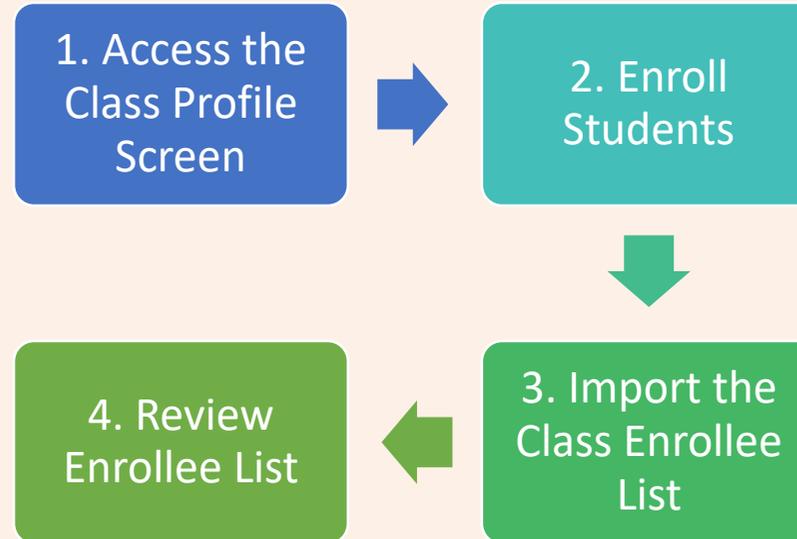


Bulk Enroll Students

The high-level steps required to enroll students in bulk via the Bulk Enroll screen are shown here. Each step includes sub-steps.

Note that only Managers, Instructors, and Administrators can use the Bulk Enroll feature. Employees who do not have access permissions to enroll individuals other than themselves will not have access to the Bulk Enroll screen.



Navigation:

- Use the **Page Down** key to proceed through the click-thru.
- Use the **Page Up** key to return to a prior slide.

LEARNING

Learning Search

Learning Profile

Classes Enrolled In

Classes Instructing

Class Schedule

Learning Requirements

Training Wish List

Tuition Assistance

External Training

Learning

Employees

Search...

Class Profile

Learning Search

Add Training Wish List

Filter

CLASS START DATE

7/14/2020

COURSE TYPE

Instructor-led

CLEAR FILTER

Click Here

A

Click Learning > Learning Search.

B

Search for the class using the Filter function.

Courses

<< < 1 > >>

Displaying 1 - 2 of 2 10 25 50 100 per page

AG - Course K_10
Instructor-led • 2 Classes • 3 CEUs (General) • 3 Credits (General) • Recommend This Course • Add New Learning Requirement

CLASS	STATUS	START DATE	END DATE	TIME	CAPACITY	ACTIONS
AG - Course K_10	Draft	7/14/2020	7/26/2020	<ul style="list-style-type: none"> T 8:30 AM-5:30 PM (PST) Su 3:45 PM-6:45 PM (PST) 	0 (0/0)	
		7/14/2020	7/14/2020	<ul style="list-style-type: none"> T 9:00 AM-5:00 PM (PST) 	0 (0/0)	

1. Access the Class Profile Screen > Step A and B

Filter

COURSE TYPE

Instructor-led

CLEAR FILTER

[Click Here](#)

Courses

[«](#) [<](#) [1](#) [2](#) [>](#) [»](#)Displaying 1 - 25 of 40 [10](#) [25](#) [50](#) [100](#) per page

AG - Course K_10

Instructor-led • 2 Classes • 3 CEUs (General) • 3 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

CLASS	STATUS	START DATE	END DATE	TIME	CAPACITY	ACTIONS
AG - Course K_10	Draft	7/14/2020	7/26/2020	<ul style="list-style-type: none">T 8:30 AM-5:30 PM (PST)Su 3:45 PM-6:45 PM (PST)	0 (0/0)	
AG - Course K_10	Draft	7/14/2020	7/14/2020	<ul style="list-style-type: none">T 9:00 AM-5:00 PM (PST)	0 (0/0)	



AG - Course K_11

Instructor-led • 2 Classes • 3 CEUs (General) • 3 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

For classes under Instructor-Led course types, click the **Class Name**, then skip to [Step 2. Enroll Students](#).

Filter

COURSE TYPE

E-Learning, Read and Sign

CLEAR FILTER

[Click Here](#)

D

For classes under E-Learning and Read & Sign course types, click the **Course Name**.

Courses

« < 1 > »

Displaying 1 - 25 of 25 per page**People Management and Leadership Fundamentals (AICC)**E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)

This SkillBuilder is designed to develop practical skills for effective people management and leadership techniques. Learning objectives are designed for the learner to: Identify the primary function of people management; Recognize factors for successful people management; Understand the primary function of delegation; Determine the benefits of delegation; Understand how to delegate effectively; Establish how to create a delegation management process

**People Management and Leadership (AICC)**E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)

CORE Competency: People Management and Leadership Fundamentals: This iTest competency assessment features: People Management in the areas of Management, Leadership, Delegation and Interviewing and Hiring Fundamentals. Specific areas addressed include: counseling, coaching, ethical behavior, role modeling, leadership styles, delegation styles, when and how to delegate, interviewing and hiring considerations and techniques.

**PBA2 - Read and Sign Course_Retakeable**Read and Sign • 1 Classes • 10 CEUs (General) • 5 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)**Retakeable_NonPermanent**Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

ie_NotRetakeable_NonPermanent Course May Be Retaken: Yes Course Recurring: Yes Certification Type: Permanent

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

Learning Search

Learning Profile

Classes Enrolled In

Classes Instructing

Class Schedule

Learning Requirements

Training Wish List

Tuition Assistance

External Training

SUCCESSION

CAREER CENTER

REPORTS

Class Enrollment

Course Profile

Enroll Direct Reports

Recommend This Course

More Options ▾

People Management and Leadership Fundamentals (AICC)



E

Click **Enroll Direct Reports**.

You are currently enrolled in a class for this course

LEARNING MANAGER Adm

INSTRUCTORS N/A

EDUCATION UNITS N/A

TYPE E-Learning

CURRICULA N/A

PROGRAMS *No programs.*

NEW HIRE ORIENTATION COURSE No

COURSE MAY BE RETAKEN Yes

COURSE RECURRING No

STATUS Open

EQUIPMENT N/A

COMPLETION

SUCCESS

FIRST ACCESS DATE N/A

LAST ACCESS DATE N/A

Launch E-Learning Course

1. Access the Class Profile Screen > Step E

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Class Enrollment / Class Profile

Class Profile

- View All Enrolled Classes
- Manage Class Instructors
- More Options

DEV - Safety Class

- ✉
- ✎
- 📅
- 🍏
- 🔗
- 👤**
- 👥
- 📄
- ✕

Status: Enrolling

INSTRUCTOR	Admin HRsmart
TYPE	Instructor-led
URL / PHYSICAL ADDRESS	
EQUIPMENT	No equipment.
REMOTE CAPACITY	0 of 0 remote learners enrolled
ON-SITE CAPACITY	4 of 15 onsite learners enrolled
TOTAL MAXIMUM CAPACITY	4/15
LOCATION	TBD
DATES	9/6/2020 - 9/6/2020
SCHEDULING	Su 3:45 PM-7:45 PM (PST)

Messages

Post New Message

Type subject here...

Make headline

[Message body text area]



A

For classes under Instructor-Led course types, click **Enroll Students**.

Submit Reset

People Management and Leadership Fundamentals (AICC)

Instructors	N/A
Status	In Progress
Public Class	Yes
Dates	N/A
Time	N/A
Location	TBD
Student Fee	None
Remote Capacity	999999
On-site Capacity	0
Total Maximum Capacity	999999

For classes under E-Learning and Read & Sign courses, click **Bulk Enroll**.

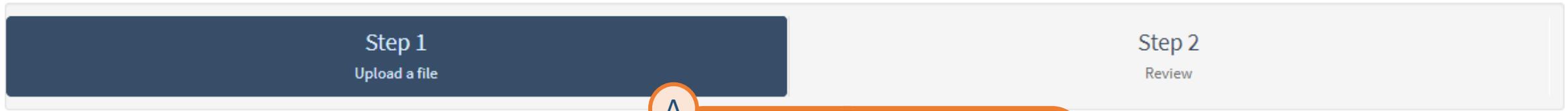
Enroll Students

Click on the link below to search for students to enroll in this class. If class capacity has been reached, an administrator has the ability to enroll students beyond the class capacity. To drop a student from the class, click on the icon to drop the student. If dropped from a class, an employee cannot re-enroll for the class, but can enroll in another class for the same course.

ENROLL STUDENTS

Select Students Bulk Enroll

Import Class Enrollee List



Example of Class Enrollee CSV File [sample_bulk_enroll_student_file.csv](#)

BULK ENROLL CSV FILE *

A If you are uploading for the first time, click and download the Bulk Enroll Student sample file and use that as a template. Please check this link regularly to make sure that you are using the latest CSV template.

B After you have created your CSV file, click **Browse** to find the file in your computer. Then click **Next**.

Import Class Enrollee List

Step 1

Upload a file

Step 2

Review

E-MAIL *

LEARNING LOCATION PREFERENCE * ERROR

user1@sample.com

- Remote
- Onsite

Unable to Resolve Employee

Either (Remote or On-site)

A
Review the email addresses and edit as necessary, especially if you see this error message because it indicates that you have entered an email address that does not exist in the system.

To resolve this, either check the user's Total Talent Profile (TTP) for the correct email address or update the TTP with the correct email address.

user2@sample.com

- Remote
- Onsite

Either (Remote or On-site)

user3@sample.com

- Remote
- Onsite

Either (Remote or On-site)

B
Click Finish.

Enrollment

Enrollment

[Class Profile](#) [View Class Profile](#)

- Safety Class

This concludes the Bulk Enroll Students Quick Steps.

Instructor	
Public Class	Yes
Dates	9/6/2020 - 9/6/2020
Time	Su 3:45 PM-7:45 PM (PST) N/A
Location	TBD
Student Fee	None
Remote Capacity	0
On-site Capacity	15
Total Maximum Capacity	15