



Enrolling Users in the Attestation of Compliance for Presidents and Chancellors or Attestation of Compliance for Directors of Athletics for 2022-23

8 Steps

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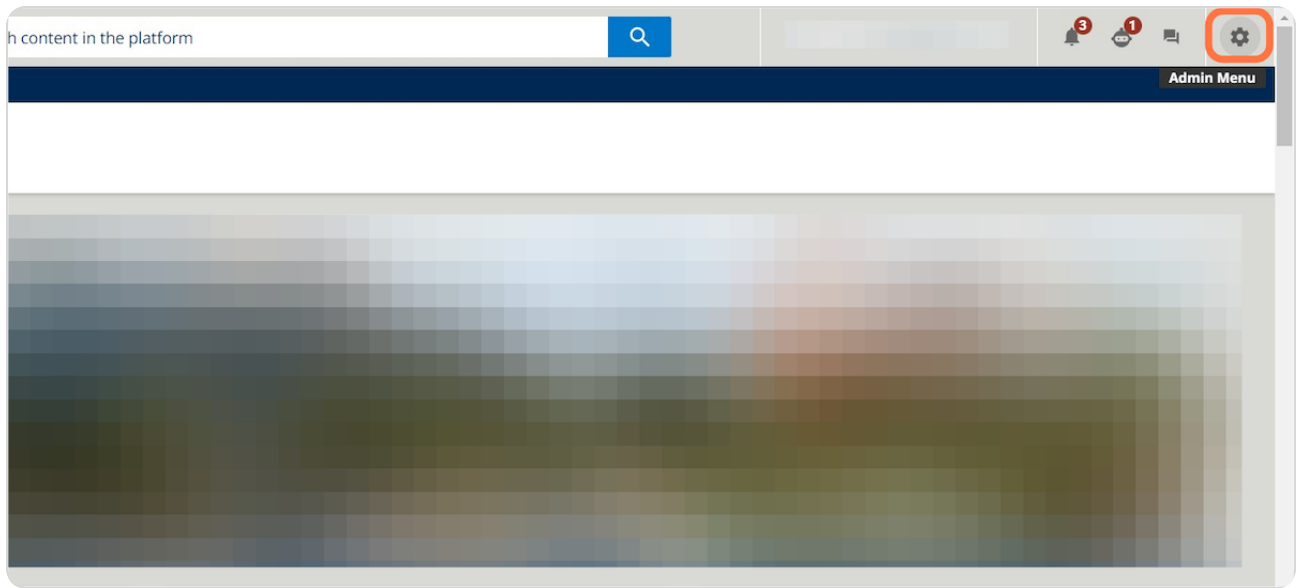
Last Updated

September 2, 2022



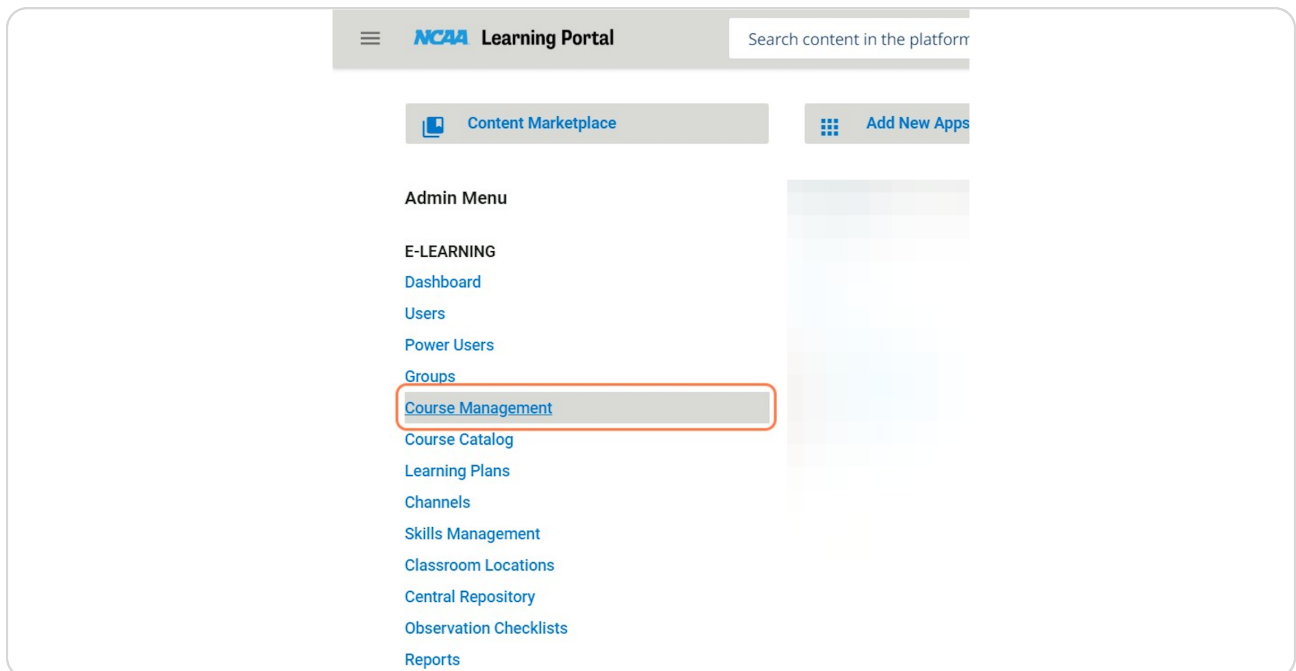
STEP 1

Click on Admin Menu at the top right of your NCAA Learning Portal homepage



STEP 2

Click on Course Management.



STEP 3

Search for the Attestation of Compliance for Presidents and Chancellors or Attestation of Compliance for Directors of Athletics 2022-23.

The screenshot shows the 'Course Management' interface. At the top, there are navigation links: '< Back', 'My Homepage >', and 'Course Management'. Below this is the 'Course Management' title and subtitle 'Manage course details and properties'. There are three tabs: 'COURSES' (selected), 'ADDITIONAL FIELDS', and 'ENROLLMENT ADDITIONAL FIELDS'. A search bar contains the text 'attestation of compliance' and is highlighted with a red box. To the right of the search bar is a 'NCAA' dropdown menu. Below the search bar is a table with the following columns: 'CODE', 'THUMBNAIL', 'NAME', 'TYPE', and 'CREATION DATE'. The table contains three rows of data:

CODE	THUMBNAIL	NAME	TYPE	CREATION DATE
AMA_22-23_...		Attestation of Compliance for Directors...	E-Learning	09/2/2022
AMA_22-23_...		Attestation of Compliance for Presiden...	E-Learning	09/1/2022
AMA_22-23_...		Attestation of Compliance for Directors...	E-Learning	09/1/2022

STEP 4

Next to the course you wish to enroll users into, click on the three dots.

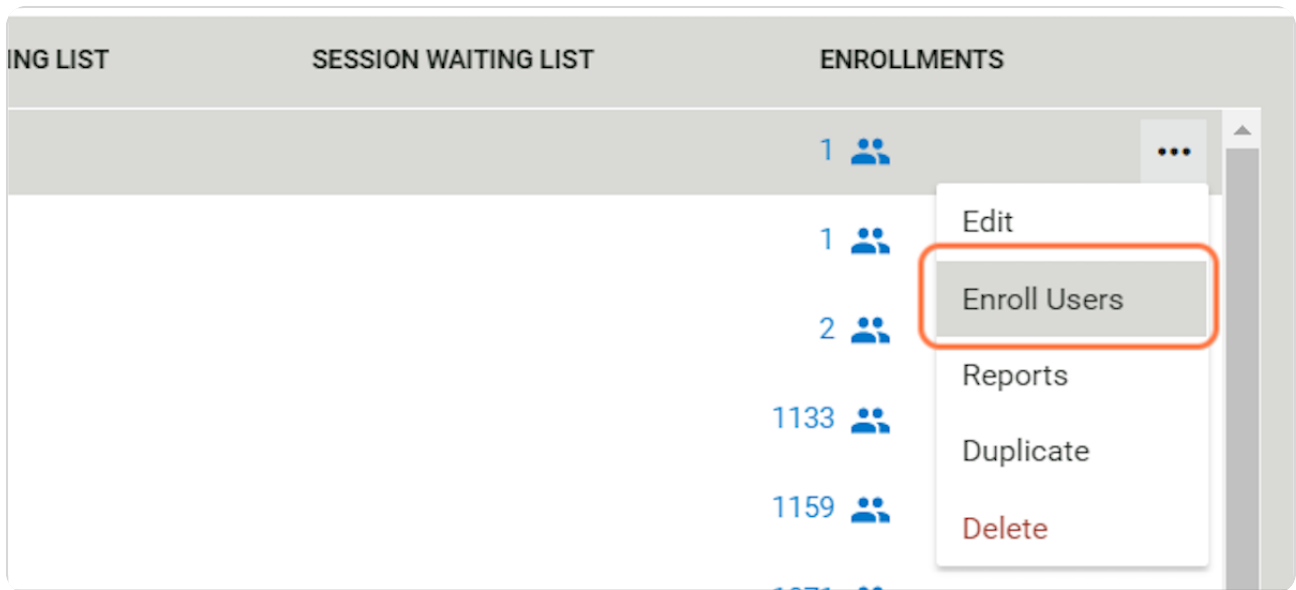
The screenshot shows a detailed view of the course list. At the top, there is a search bar with 'compliance' and a 'NCAA' dropdown. Below is a table with the following columns: 'NAME', 'TYPE', 'CREATION DATE', 'SESSIONS', 'COURSE WAITING LIST', 'SESSION WAITING LIST', and 'ENROLLMENTS'. The table contains two rows of data:

NAME	TYPE	CREATION DATE	SESSIONS	COURSE WAITING LIST	SESSION WAITING LIST	ENROLLMENTS
Attestation of Compliance for Directors...	E-Learning	09/2/2022				1
Attestation of Compliance for Presiden...	E-Learning	09/1/2022				1

The three-dot menu icon next to the first row is highlighted with a red box.

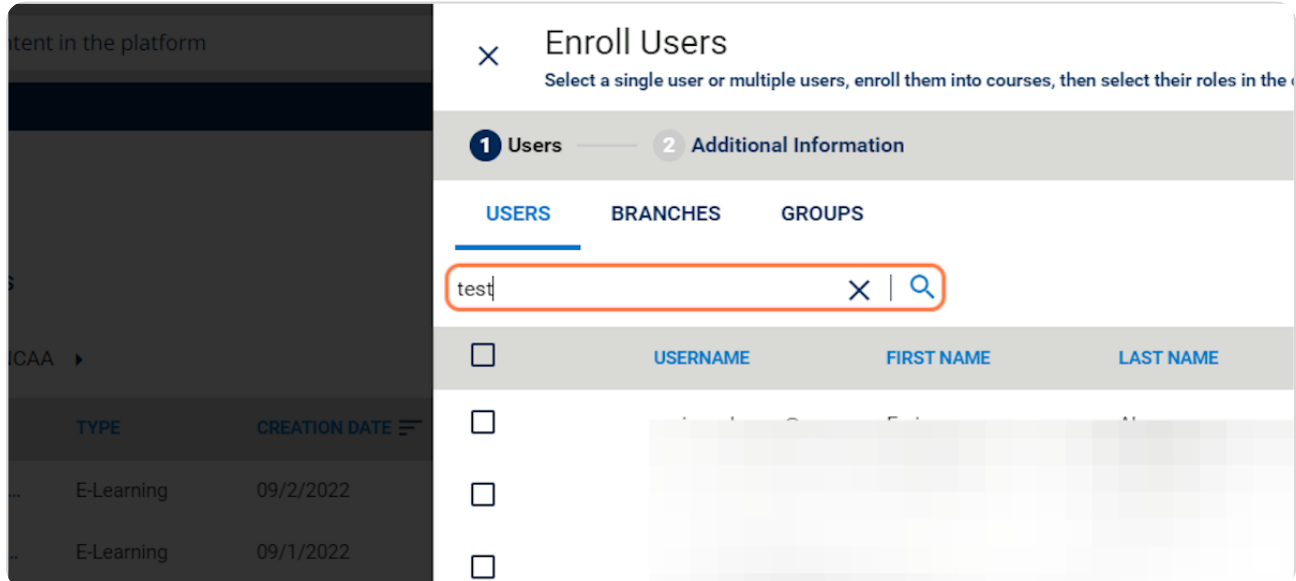
STEP 5

Click on Enroll Users.



STEP 6

Search for the users you wish to enroll.



STEP 7

Select the user(s) you wish to enroll.

Enroll Users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

1 Users — 2 Additional Information

USERS BRANCHES GROUPS

test X | Q

	USERNAME	FIRST NAME	LAST NAME	EMAIL
<input checked="" type="checkbox"/>	test@d2.edu	Test	D2 User	test@d2.edu

STEP 8

Click on CONFIRM.

Please do not set an enrollment deadline. Conference and campus Learning Portal administrators do not have the ability to edit/delete the enrollment deadline once activated.

Enroll Users

Select a single user or multiple users, enroll them into courses, then select their roles in the courses

1 Users — 2 Additional Information

You are about to enroll 1 users

Choose a level for the users not yet enrolled in the course

Level *
Learner

Enrollment Deadline

Set enrollment deadlines

PREVIOUS CONFIRM

