

Enrolling Users in a Course

This job aid provides NCAA Learning Portal administrators step-by-step instructions on how to enroll users in courses.

Created by
NCAA

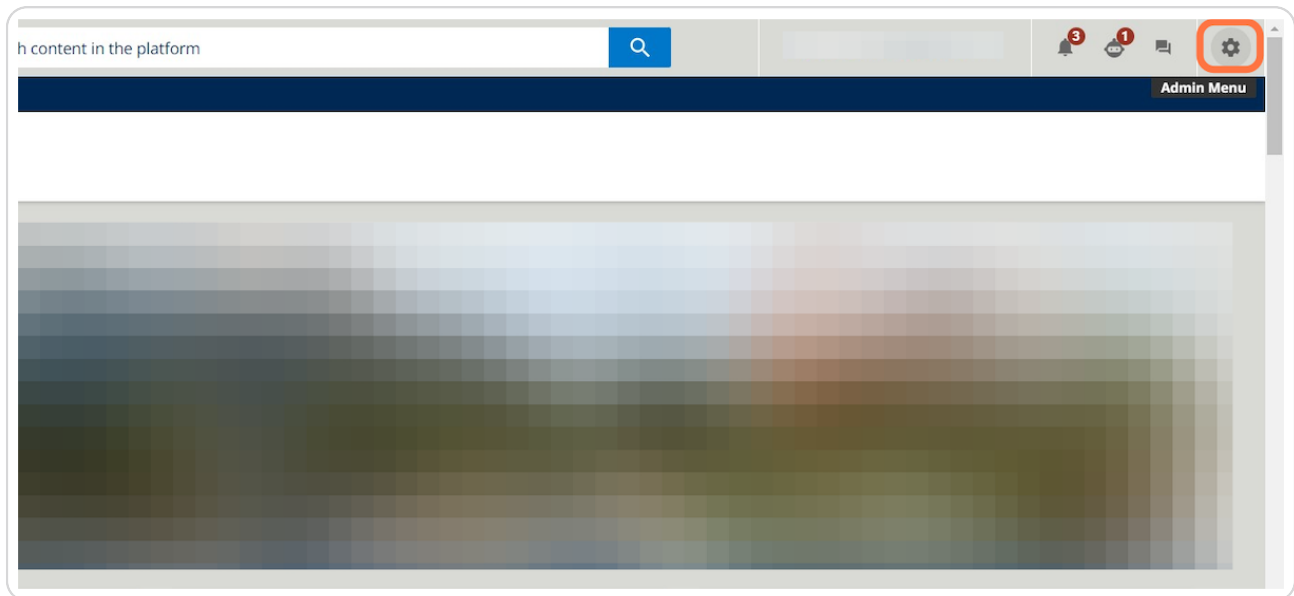
Creation Date
September 2, 2022

Last Updated
July 13, 2023



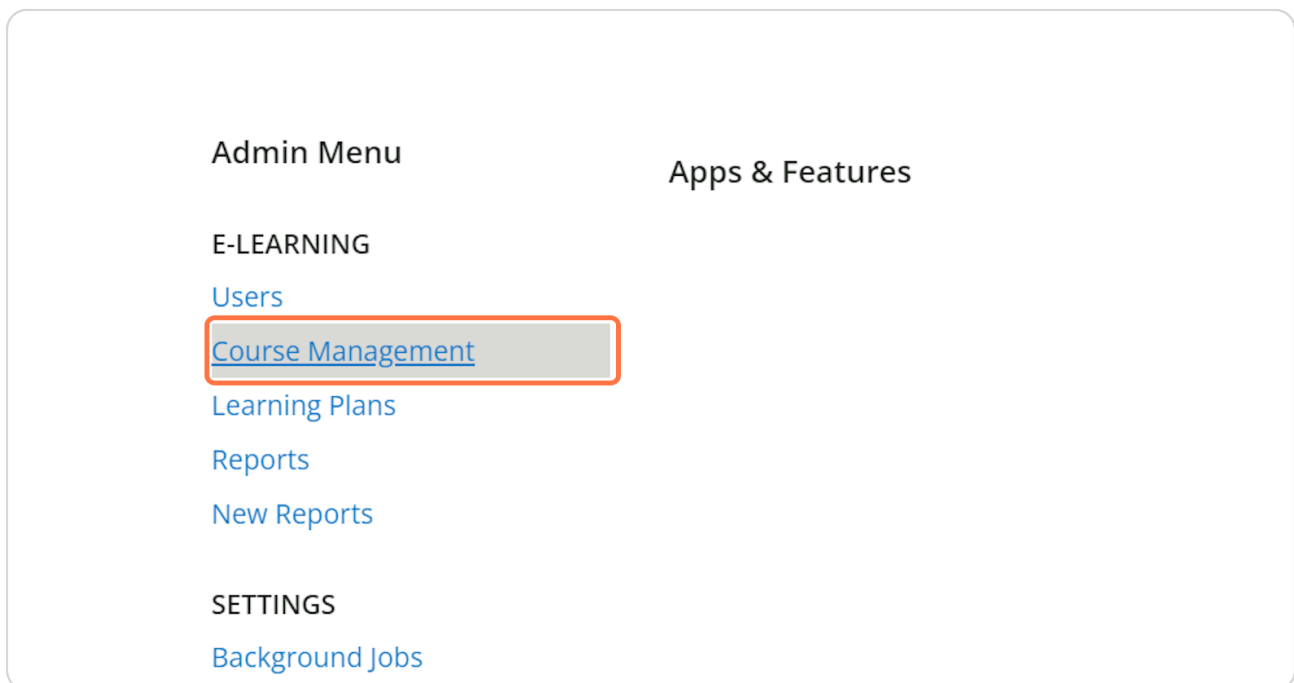
STEP 1

From the NCAA Learning Portal landing page, click on the Admin Menu at the top right of your NCAA Learning Portal homepage



STEP 2

Click on Course Management



STEP 3

Search for the course you wish to enroll a user. In this example, the Attestation of Compliance for Directors of Athletics for 2023-24.

[< Back](#) | [My Homepage](#) > [Course Management](#)

Course Management

Manage course details and properties

[COURSES](#) | [ADDITIONAL FIELDS](#) | [ENROLLMENT ADDITIONAL FIELDS](#)

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<input type="checkbox"/>	CODE	THUMBNAIL	NAME	TYPE	CREATION DATE
<input type="checkbox"/>	AMA_22-23_...		Attestation of Compliance for Directors...	E-Learning	09/2/2022
<input type="checkbox"/>	AMA_22-23_...		Attestation of Compliance for Presiden...	E-Learning	09/1/2022
<input type="checkbox"/>	AMA_22-23_...		Attestation of Compliance for Directors...	E-Learning	09/1/2022

STEP 4

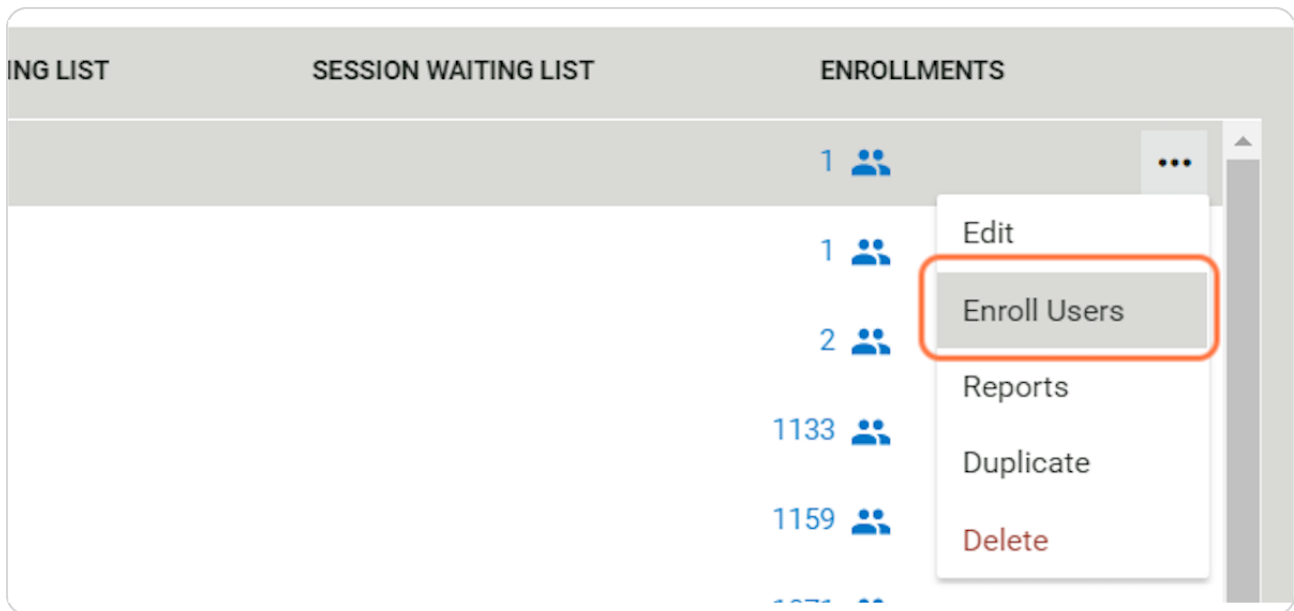
Next to the course you wish to enroll users into, click on the three dots.

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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	

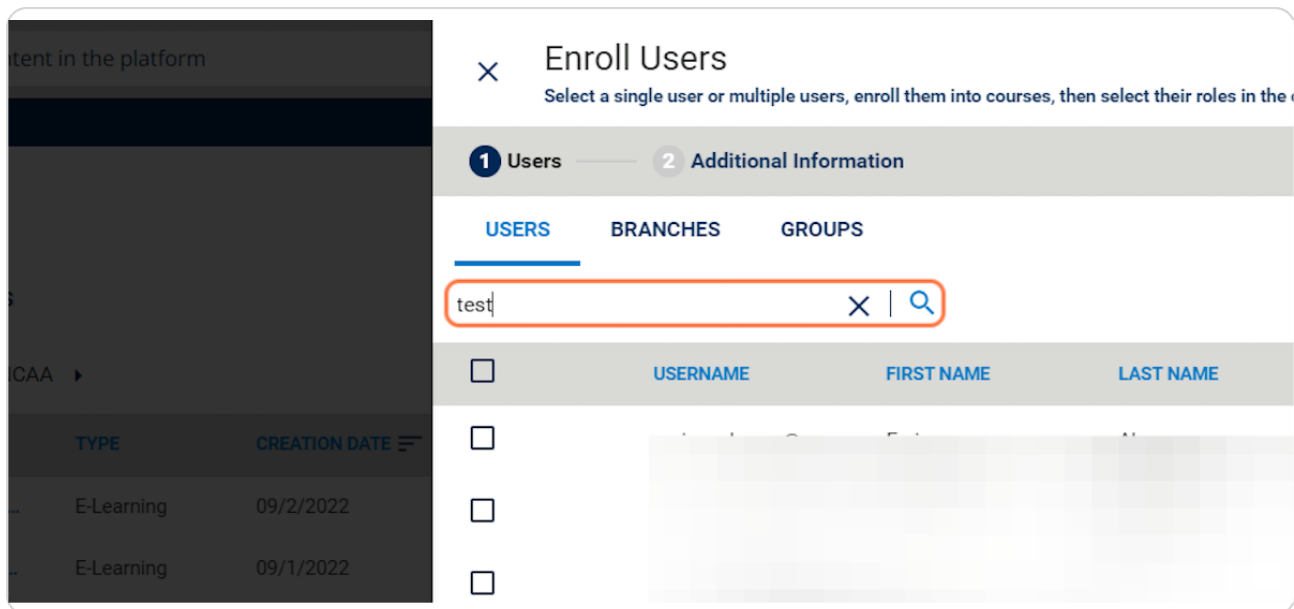
STEP 5

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.

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. After the enrollment deadline has passed the user will no longer be able to access the attestation.

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 CANCEL CONFIRM



If you have questions or concerns with the above steps, or have a technical issue with the NCAA Learning Portal, please email webhelpdesk@ncaa.org.

