



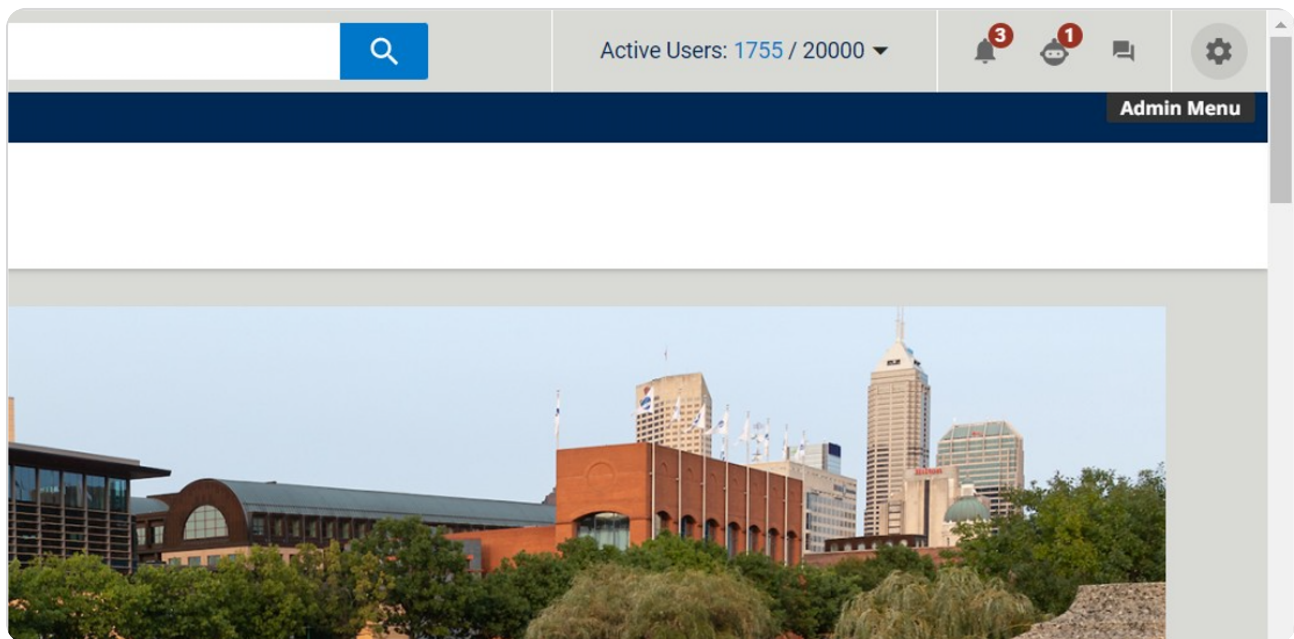
For Test Administrators:

Enrolling Users in a Course

8 Steps

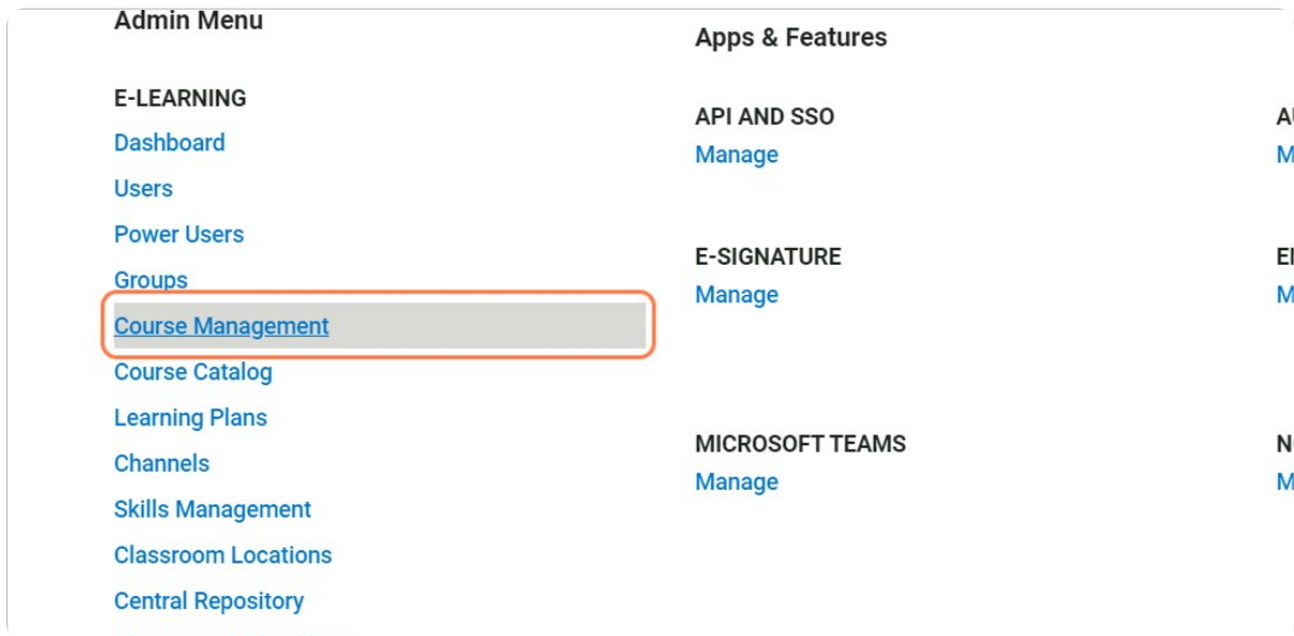
STEP 1

Click on Admin Menu



STEP 2

Click on Course Management



STEP 3

Search for the course you wish to enroll users into

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

Course Management

Manage course details and properties

COURSES

ADDITIONAL FIELDS

ENROLLMENT

ADDITIONAL FIELDS

test

X | Q

NCAA ▶

<input type="checkbox"/>	CODE	THUMBNAIL	NAME	TYPE	CREATION DATE
<input type="checkbox"/>	SSI_ALL_15_...		Red Cross Training Sess...	ILT (Instructor-	03/30/2022
<input type="checkbox"/>			CPR/First Aid/AED Train...	ILT (Instructor-	03/4/2022
<input type="checkbox"/>	AMA_20_DI_...		DI Academics Advance...	E-Learning	02/17/2022

STEP 4

Click on the three dots next to the course

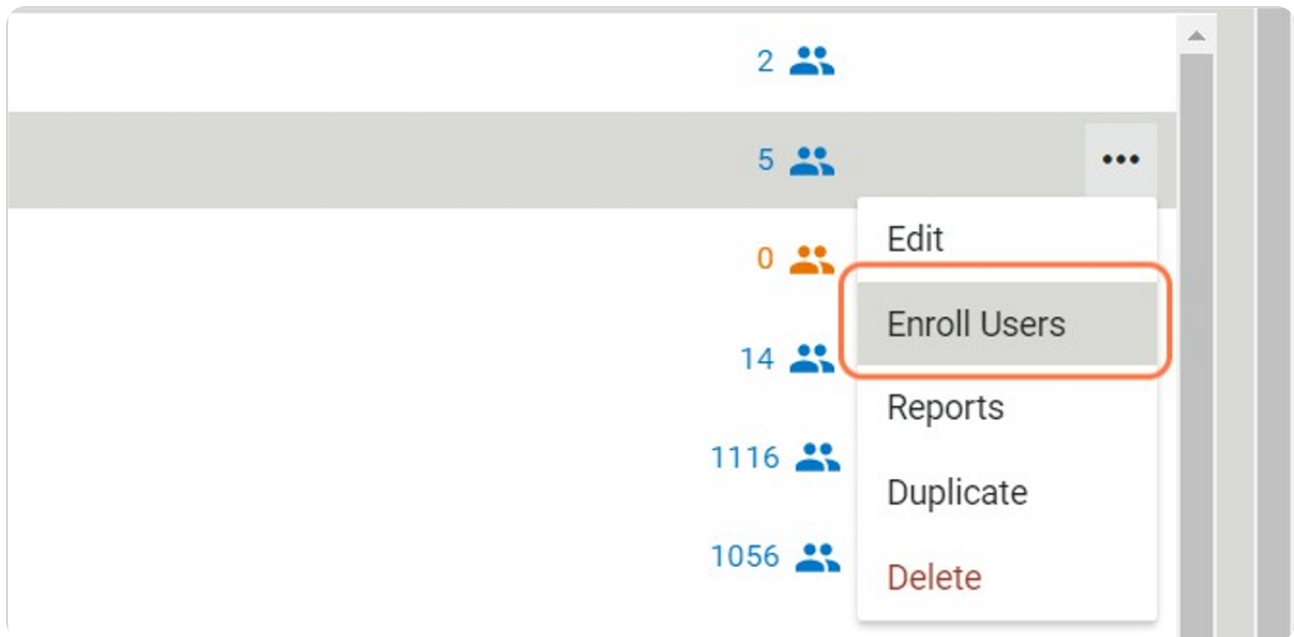
X | Q

NCAA ▶

	TYPE	CREATION DATE	SESSIONS	COURSE WAITING LIST	SESSION
ource Cent...	E-Learning	05/9/2022			
s for Apri...	E-Learning	04/18/2022			
for Supe...	E-Learning	03/24/2022			
ard of G...	E-Learning	02/24/2022			
Board of...	E-Learning	02/23/2022			
Complian...	E-Learning	02/11/2022			

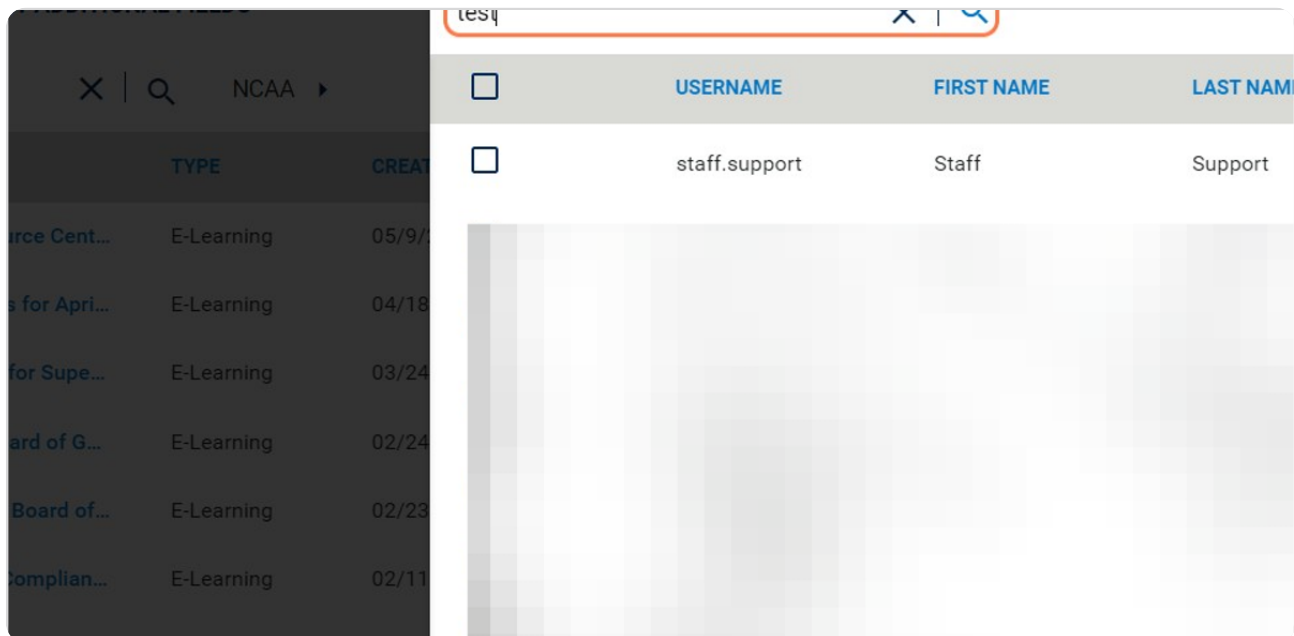
STEP 5

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

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

☒ 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**





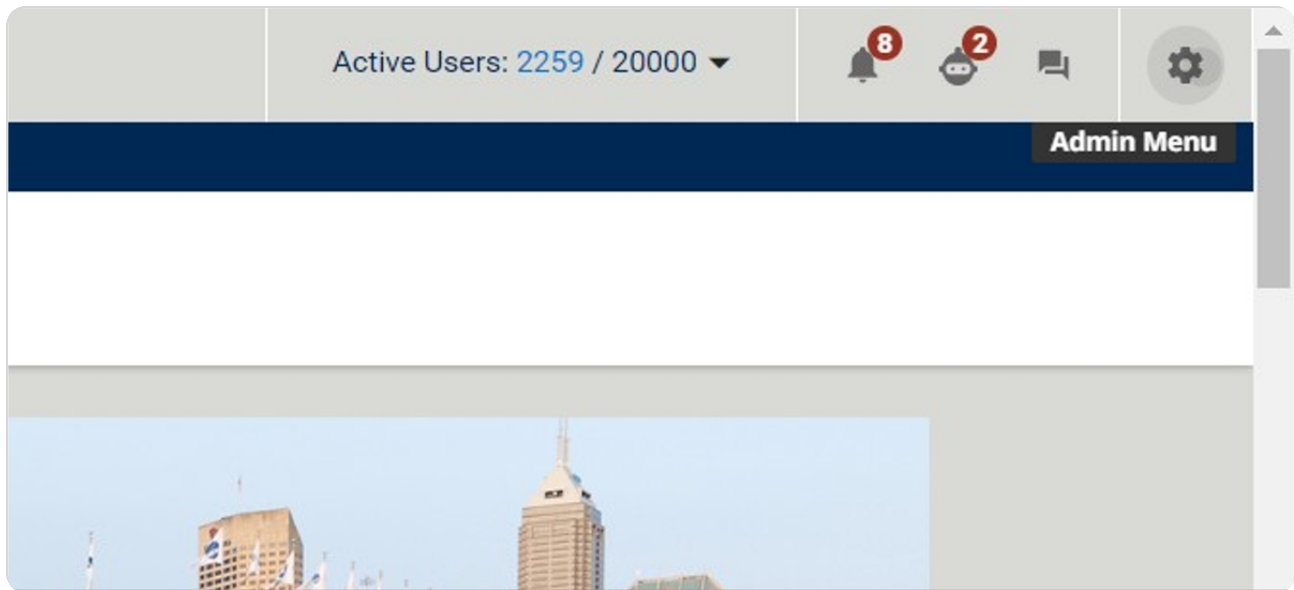
For Test Administrators:

Running a Report on a Single Course

4 Steps

STEP 1

Click on Admin Menu



STEP 2

Click on New Reports



STEP 3

Under Course Summary, search for course

The screenshot shows the 'Learning Portal' interface. At the top, there is a search bar with the text 'Search content in the platform' and a magnifying glass icon. To the right, it says 'Active Users: 2259 / 2000'. Below this is a dark blue header with the word 'Reports' in white. The main content area is titled 'CUSTOM REPORTS BUILDER'. It features six report cards arranged in a 2x3 grid. The first card is 'User Personal Summary' with a person icon and a 'GENERATE' button. The second card is 'Course Summary' with a document icon, a search input field containing the text 'test', and a 'GENERATE' button. The third card is 'Courses Dashboard' with a grid icon and a 'VIEW' button. The fourth card is 'Expert Summary' with a person and star icon and a 'GENERATE' button. The fifth card is 'Asset Summary' with a document icon and a 'GENERATE' button. The sixth card is 'Channel Summary' with a monitor icon and a 'GENERATE' button. A status bar at the bottom right indicates 'Last update of reports' data'.

STEP 4

Click on GENERATE

This screenshot shows the 'Learning Portal' interface with the 'Course Summary' report selected. The top navigation bar includes the 'NCAA Learning Portal' logo, a search bar, and 'Active Users: 2259 / 20000'. The main header is 'New Reports' with a sub-header 'Manage reports details and properties'. The 'CUSTOM REPORTS BUILDER' section is active, showing the same six report cards as in the previous screenshot. The 'Course Summary' card is highlighted with a red border, and its 'GENERATE' button is also highlighted with a red border. The search input field for the 'Course Summary' card contains the text 'Test for Admins for April 18'. A status bar at the bottom right indicates 'Last update of reports' data: 05/19/2022 03:11:34 am (GMT -04:00)'. A green checkmark icon is visible in the bottom left corner.

