OLM – Learner Manager

Enrol Employees in a Class

Version control

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<th>Version</th>
<th>Date</th>
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<tr>
<td>0.1</td>
<td>26 September 2016</td>
<td>First Draft</td>
<td>Donna Carmichael</td>
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Standard Operating Procedure

1. How to Enrol Employees in a class

Navigate to NHSS Learner Manager, Learning Management for Managers then click Learner Home

1. Click Action icon next to relevant employee you would like to enrol in a class
2. The selected employees Learner Home page displays
3. To search for a Catalog object, select the object type Class from the Search drop-down menu
4. Enter the name of the class you are looking for
   - Alternatively, you can enter the first few letters to see all the results that match the criteria
   - You can also enter a letter or name, followed by % to see all the results that contain that criteria somewhere in the class title
5. Click Go
6. The Classes page is displayed, listing your search results
7. For further details on any course or class listed, click on the link for its name
8. To enrol in a class, click Enroll icon next to the desired class
9. The Enroll page is displayed
10. If necessary, enter an **Enrolment Justification**. To view the list of options click the magnifying glass icon and click **Go**
   - Click the **Quick Select** icon next to the required justification
11. If necessary, enter **Special Instructions**
12. Click **Review**
13. Check all information is correct on the **Review page**
   - Click **Back** to amend details
14. If necessary, enter **Comments to Approver**
15. Click **Submit**
16. The Confirmation page is displayed
17. You can monitor the enrolment status from the **Requested Learning and Current Learning tabs** on the Learner Home page
18. To return to the Learner Home Page, click **Return to Tree** at the bottom left of the page.