

Assigning Courses via Registrar Desktop

Navigate to: Admin > Learning > Registrar Desktop > New Order

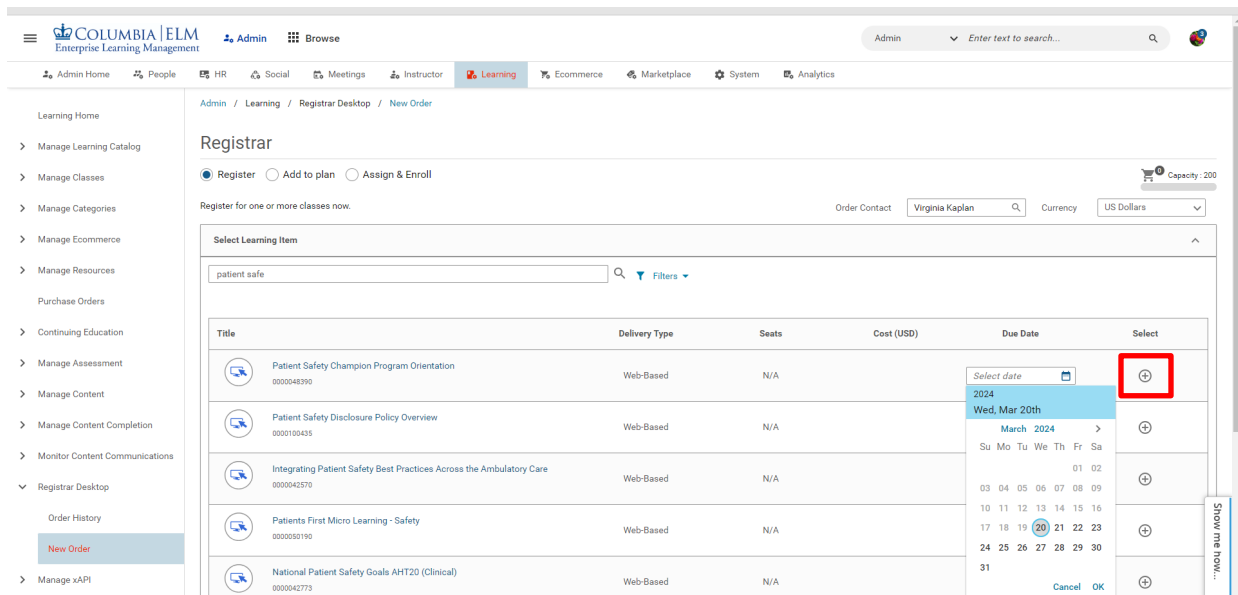
You can perform the following actions in the registration wizard:

- **Register**
Register learners for single or multiple learning classes.
- **Add to plan**
Add single or multiple learning events to a learner’s plan, however the learner will still need to register for a class.
- **Assign & Enroll**
Can only be used to assign learners to a certification.

For web-based trainings, you typically want to **both** “add to plan” and “register”. This will save your learners an extra step, and prevent confusion if they navigate to a course and see that they are not yet registered. The instructions below walk you through this two-step process.

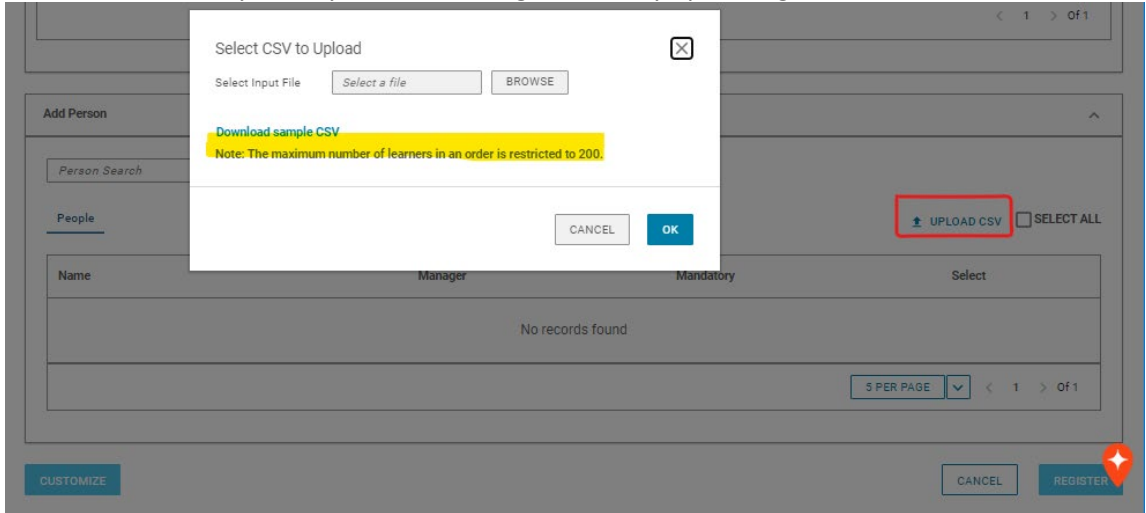
1. Add to Plan

- a. Select “add to plan” radio button
- b. In the **Select Learning Item section**, search for the course. Add a due date if there is one. Then click the “+” sign to select. Note: if the WBT course was set up with a “target days” when it was created, then that is the due date that will default if you do not select something on the registration screen.



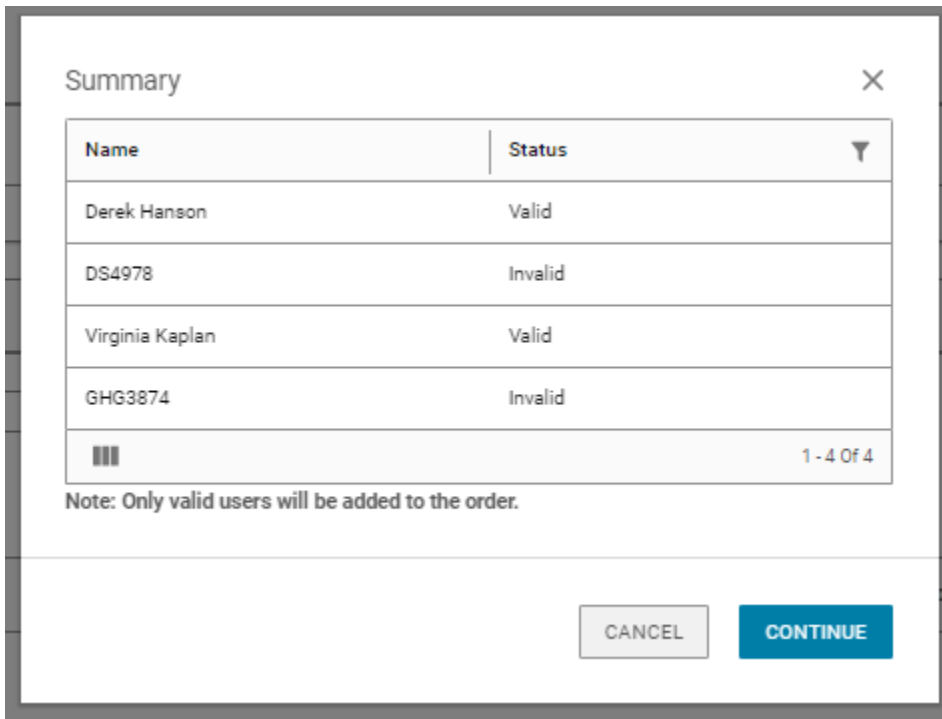
- c. In the **Add Person** section, search for the name or Uni of the person/people you want to add.

d. You can also identify users you wish to assign in bulk by uploading a CSV list of UNI's

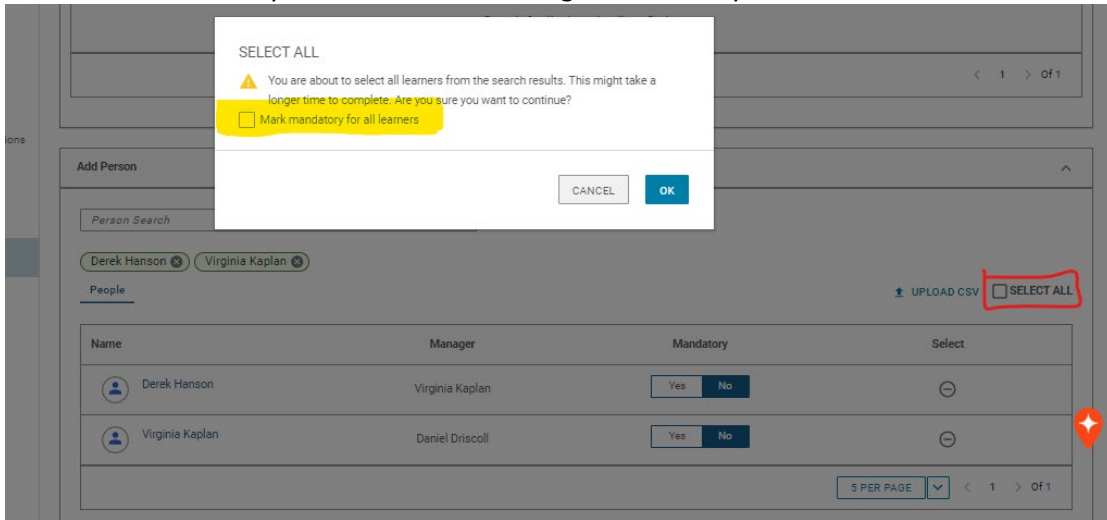


NOTE: You will need to create a .csv file with a single comma separated list of UNIs under the header "USERNAME". This order interface allows up to 200 users per order.

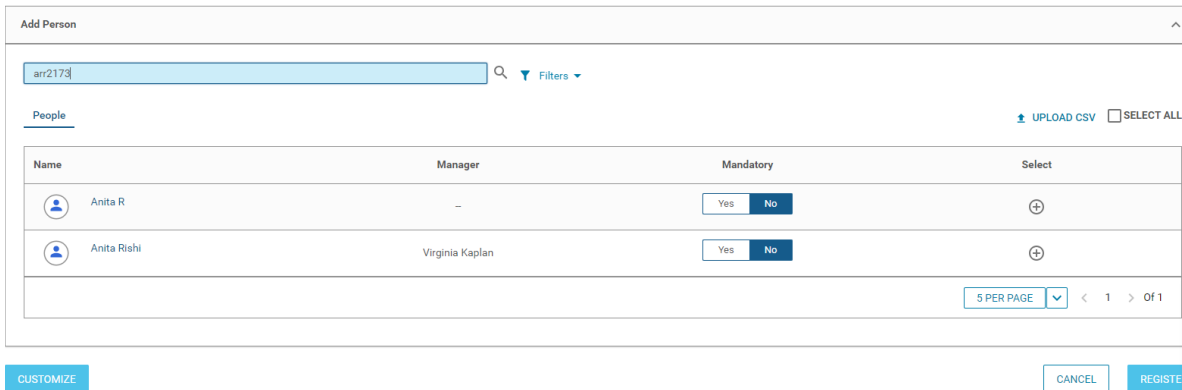
e. Select the file and click "OK". the valid UNIs will be displayed for your review before adding them to the order. Click "CONTINUE"



- f. You can mark this course as mandatory by using the "SELECT ALL" Check box which will bring up the below window where you can mark the training as mandatory for all learners.

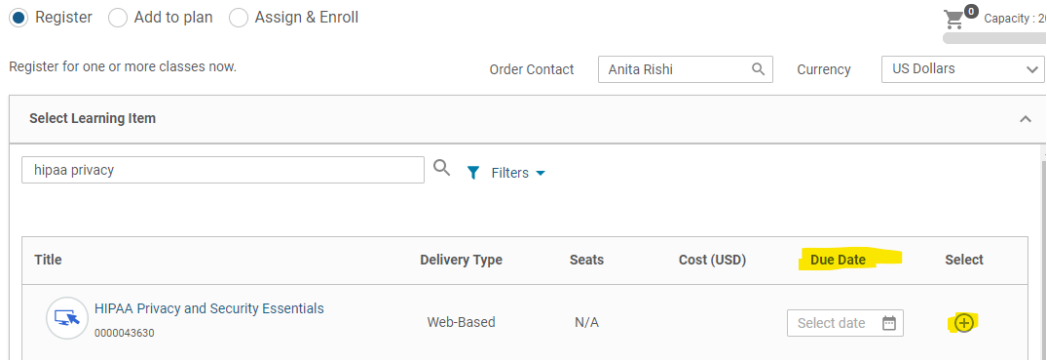


- g. Once you have your list of assignees, click "Register" at the bottom of the page.

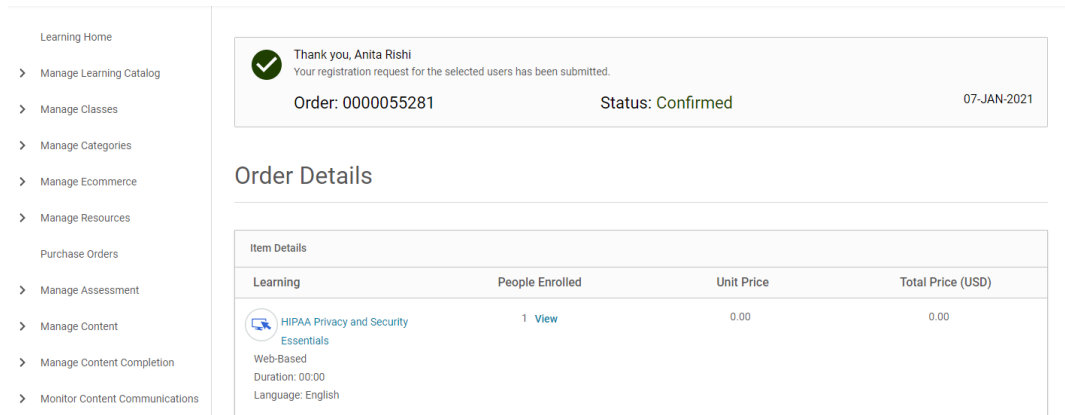


2. Register


- Select "register" radio button
- In the **Select Learning Item section**, search for the course. Then click the "+" sign to select. Note: if the WBT course was set up with a "target days" when it was created, then that is the due date that will default if you do not select something on the registration screen.
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3. Go to the **Add Person** section. Search for learner (either name or UNI). Indicate if class is mandatory. Click the “+” sign to select that learner. You can then search for additional learners and select them.
NOTE: Bulk registration functionality detailed in above 1.d-g can also be used here.
4. Click “Register” at the bottom.
5. If successful, you will see a confirmation.



The screenshot displays the ELM interface. On the left is a navigation menu with options like 'Learning Home', 'Manage Learning Catalog', 'Manage Classes', 'Manage Categories', 'Manage Ecommerce', 'Manage Resources', 'Purchase Orders', 'Manage Assessment', 'Manage Content', 'Manage Content Completion', and 'Monitor Content Communications'. The main content area shows a confirmation message: 'Thank you, Anita Rishi. Your registration request for the selected users has been submitted.' Below this, it lists 'Order: 0000055281', 'Status: Confirmed', and the date '07-JAN-2021'. Underneath is a section titled 'Order Details' containing a table with the following data:

Item Details			
Learning	People Enrolled	Unit Price	Total Price (USD)
 HIPAA Privacy and Security Essentials Web-Based Duration: 00:00 Language: English	1 View	0.00	0.00