

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Batch Enroll into a Classroom Course (All sections, Complete and Present)

Step 1: Click on My Responsibilities



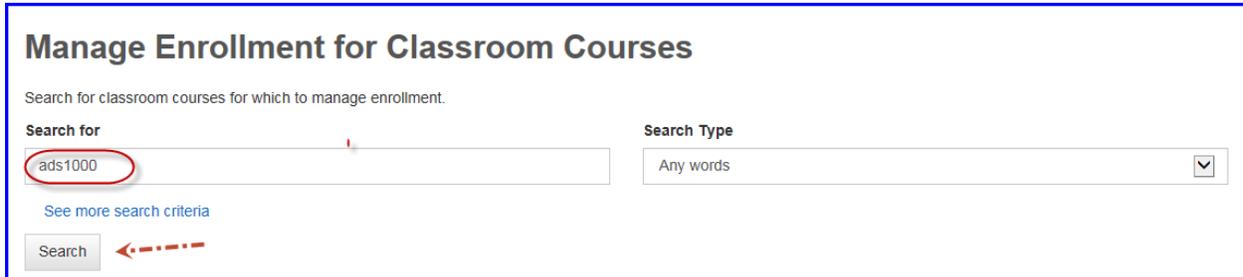
Step 2: Click on Training



Step 3: In the Manage Content section, click on Management Enrollment for Classroom Courses



Step 4: Search for the course by typing in the course number or search term and click search



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Step 5: Click on the title of the course

Title

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training

Step 6: Choose all sections, complete and present form the section status drop down menu. You can choose dates accordingly. Then click filter.

Manage Enrollment

Section Status: Current Start Date: 10/3/2016 End Date: 10/31/2016 Activity: Active

Filter Clear Filter

Manage Enrollment

Section Status: All Sections Start Date: 10/3/2016 End Date: 10/31/2016

Filter Clear Filter

Manage Enrollment

Section Status: Complete Start Date: 10/3/2016 End Date: 10/31/2016

Filter Clear Filter

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Step 7: Click Enroll Users for the event you are administering

VDSS - ADS1000: Adult Services/Adult Protective S...	10/11/2016 - 10/13/2016	In- Person	21	4	0	Manage Enrollment	Enroll Users
						Reserve Seats	Manage Waitlist

Step 8: Type in the last name, first name, and choose the appropriate domain. Then click search.

Users

Last Name	First Name	User Search
<input type="text" value="cottrell"/>	<input type="text" value="robert"/>	<input type="text" value="This Domain Only"/> <input type="checkbox"/>

[See more search criteria](#)

Step 9: Click on the box beside the appropriate name and then click bath enroll users

<input type="checkbox"/>	Last Name	First Name	Must Attend	Activity	Info
<input type="checkbox"/>	COTTRELL	ROBERT	<input type="checkbox"/>		
<input type="checkbox"/>	Cottrell	Robert - CA	<input type="checkbox"/>		
<input type="checkbox"/>	COTTRELL	ROBERT CAX	<input type="checkbox"/>		