

Enrolling in Course/Curriculum Instructions

Please read these step-by-step instructions for enrolling a student into a course or curriculum.

- Registering by Student
- Registering by Course/Curriculum
- Registering Groups of Students

Registering by Student - return to top

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.

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2. On the left-hand control panel, click on Manage Users under the Users tab.





- 3. You now have two options:
 - option (a) Left-click on a student's name and then click on the **Register** button at the top.
 - *option (b)* Right-click on a student's name and then click on **Register** in the pop-up window that appears.

View/Luit Details	Vocete I in Hansen		(a)
- I	Jser ID	Includ	le Inactive
Las	t Name		Email
			More Option
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Name 🔺		Access	Priv
Allen, Michael	0.000	(b) _{-07-01 09:01:21}	Stu
Alvarez, Frankie	View/Edit Details	013-07-01 09:01:45	Stu
Anderson, Darren	Belete	013-07-01 09:01:47	Stu
Andrews, Chuck	Merge Students	013-07-01 09:01:30	Stu
	Archive Student	013-07-01 09:01:39	Stu
Armstrong, Bob			
Armstrong, Bob Ashley, Kyle	d Transcripts	013-07-01 09:01:21	Stu
Armstrong, Bob Ashley, Kyle Askelson, Kaitlin	Transcripts Gradebook	013-07-01 09:01:21 013-07-01 09:01:33	Stu Stu
Armstrong, Bob Ashley, Kyle Askelson, Kaitlin Axner, Joel	Gradebook	013-07-01 09:01:21 013-07-01 09:01:33 013-07-01 09:01:43	Stu Stu Stu
Armstrong, Bob Ashley, Kyle Askelson, Kaitlin Axner, Joel Baker, Joel	Gradebook Gradebook Register Mail	013-07-01 09:01:21 013-07-01 09:01:33 013-07-01 09:01:43 013-07-01 09:01:29	Stu Stu Stu Stu
Armstrong, Bob Ashley, Kyle Askelson, Kaitlin Axner, Joel Baker, Joel Banks, Kevin	Gradebook	013-07-01 09:01:21 013-07-01 09:01:33 013-07-01 09:01:43 013-07-01 09:01:29 013-07-01 09:01:48	Stu Stu Stu Stu Stu
Armstrong, Bob Ashley, Kyle Askelson, Kaitlin Axner, Joel Baker, Joel Banks, Kevin Barber, Scott	 Transcripts Gradebook Register Mail Batch User Data Help 	013-07-01 09:01:21 013-07-01 09:01:33 013-07-01 09:01:43 013-07-01 09:01:29 013-07-01 09:01:48 ∠013-07-01 09:01:47	Stu Stu Stu Stu Stu Stu



- 4. A pop-up will appear with a list of any courses or curriculums that student is currently registered in.
 - To register in a new *curriculum*, click the **Select** button next to the **Curriculum to Register** box.
 - To register in a new *course*, click the **Select** button next to the **Session to Register** box.

Regis	ster a Student			
Enro	lled Curriculums/Cour	ses for Allen, Michael (mic	hael.allen)	
	Curriculum ID	Course ID (Session ID)	Name	Expiration
0		og3_first_1mox (334)	Step Back For Safety: First Aid and Bloodborne Pathogens (100%)	
0		og3_hydro_1mox (328)	Hydrogen Sulfide Safety (0%)	
Res	ult: 1 to 2 of 2 🛛 🌬 🚿	Page: 1 ⊳ ⊳		
Curr	iculum to Register (er	iter ID)		Select
Ses	sion to Register (enter	ID)		Select
	Delet	e Registration] [Resence	t Certificate Register Close Help	



 The complete list of available courses or curriculums will appear. Click on the title you would like to register the student for (you can select multiple titles by holding the Ctrl button on your keyboard). Click on the Select button at the bottom to add your titles to the Selected Items box.

cpr_2y	385	CPR 2 Year Certification (Web Based)
og3_acces_1mox	241	Access to Medical Records (Web Based)
og3_confi_1mox	330	Step Back For Safety: Confined Spaces (Web Based)
og3_dropp_1mox	344	Dropped Object Prevention for the Oilfield Industr (Web Based)
og3_drugs_1mox	386	Drug and Alcohol Awareness for the Maritime Supervisor (Web Based)
og3_elect_1mox	331	Step Back For Safety: Electrical Safety (Web Based)
og3_firep_1mox	333	Step Back For Safety: Fire Prevention (Web Based)
og3_handso_1mox	346	Hand Safety and Injury Prevention for the Oilfield Industry (Web Based)
og3_hands_1mox	335	Step Back For Safety: Hand Safety and Injury Prevention (Web Based)
esult: 1 to 26 of 26 4 4 Pa	ge: 1 ►	M
AI Sel	ect Ret	urn Selected Items Close Help



6. The ID Number(s) of your selected title(s) will now appear in the **Selected Items** box. Click the **Return Selected Items** button.

Select	Courses		
	cpr_2y	385	CPR 2 Year Certification (Web Based)
i	og3_acces_1mox	241	Access to Medical Records (Web Based)
	og3_confi_1mox	330	Step Back For Safety: Confined Spaces (Web Based)
	og3_dropp_1mox	344	Dropped Object Prevention for the Oilfield Industry (Web Based)
	og3_drugs_1mox	386	Drug and Alcohol Awareness for the Maritime Supervisor (Web Based)
	og3_elect_1mox	331	Step Back For Safety: Electrical Safety (Web Based)
	og3_firep_1mox	333	Step Back For Safety: Fire Prevention (Web Based)
	og3_handso_1mox	346	Hand Safety and Injury Prevention for the Oilfield Industry (Web Based)
	og3_hands_1mox	335	Step Back For Safety: Hand Safety and Injury Prevention (Web Based)
1 6779	· · ·		0. D I I I 2
Resul	t: 1 to 26 of 26 🛛 🖂 🛛 Page ted Items	: 1 ►	₩
241			
	All	Ret	urn Selected Items Close Help
		-	



7. You will now be returned to the student's current registration list and your selected ID numbers will appear in either the **Curriculum to Register** or **Session to Register** box. Click the **Register** button to enroll the student.

nro	lled Curriculums/Cou	urses for Allen, Michael (mic	hael.allen)	
	Curriculum ID	Course ID (Session ID)	Name	Expiration
0		og3_first_1mox (334)	Step Back For Safety: First Aid and Bloodborne Pathogens (100%)	
0		og3_hydro_1mox (328)	Hydrogen Sulfide Safety (0%)	2013-08-03
Resu	ult: 1 to 2 of 2 🛛 🖂 🔫	Page: 1 ► ►		
Resu	ult: 1 to 2 of 2 🛛 🖂 🖣	Page: 1 ► ►		
Resu Curri	ult: 1 to 2 of 2 🛛 ब 🖷	i Page: 1 ⊳⊳ enter ID)		Select
Resu Curri	ult: 1 to 2 of 2 🛛 🗐 ୶ ୶ culum to Register (e ion to Register (ente	Page: 1 ⊳ ⊳ enter ID) er ID)		Select
Resu Curri Jess 241	ult: 1 to 2 of 2 🛛 ब ৰ culum to Register (e ion to Register (ente	r Page: 1 ► ► enter ID) er ID)		Select
Resu Curri Gess 241	ult: 1 to 2 of 2 4	Page: 1 ► ► enter ID) er ID) ete Registration Resend	d Certificate Register Close Help	Select Select



Registering by Course/Curriculum - return to top

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.



2. On the left-hand control panel, click on **Manage Curriculums** or **Manage Courses** under the Curriculums/Courses tab.

► Admin Tasks	Manage Courses 🙂
Curriculums/Courses Manage Curriculums Manage Courses Manage Scients Manage Keywords Manage Discount Codes	Search Org ID org03 Title
Users Manage Users Manage Reporters	Result: 1 to 37 of 37 ◀ ◀ Page: 1 Course ID
Evaluations Approval Requests	cpr_2y
► Community	og3_acces_1mox
Reports Links	og3_confi_1mox



- 3. You now have two options:
 - *option (a)* Left-click on a course or curriculum title and then click on the **Register** button at the top.*option (b)* Right-click on a course or curriculum title and then click on **Register** in the pop-up window that appears.

d Course 📝 View/Edit Details 🔞 Delete	Notifications	Content 🗑 Gradebool: 🗿 Register
Course ID Description		Include Inactive Price
M	1	
Title	Descriptio	n
Access to Medical Records	Add Course Duplicate Course View/Edit Details Delete	(b) A Standard on Access to Medical 910.1020 and answers any questions Back for Safety Series, Confined Spaces to the hazards that may be waiting within a e, then demonstrates safety procedures.
Dropped Object Prevention for the Oilfield Indus	Notifications Content Gradebook	verful message about taking personal for safety. The program is an excellent tool for anies comply with dropped object prevention
Drug and Alcohol Awareness for the Maritime <mark>S</mark> i	Register Mail	g. 49 CFR Part 40. Emphasis is placed on ed judgments based on physical, behavioral, ice indicators, as well as testing and reporting
Step Back For Safety: Electrical Safety	Assign Course Help working ard	p Back for Safety Series, Electrical Safety vorkers how to keep themselves safe when sund electricity by recognizing electrical hazards



4. A pop-up will appear with a list of all students currently registered in this course or curriculum. Click the **Select** button next to the **Student(s) to Register** box.

Regis	ter in Course		
Enro	lled Students for og3_acces_1m	ox	
	Student ID	Student	
0	sfowler	Fowler, Shawn	
0	gfox	Fox, Gregory	
0	ikountakis	Kountakis, Ioannis	11
8	jleblanc	LeBlanc, Jude	
0	wpatout	Patout, Wade	
0	btaylor	Taylor, Brandon	
0	bulch	Ulch, Brian	-
Res Stud	ult: 1 to 8 of 8 🛛 🛤 🔺 Page: 1 ent(s) to Register (enter ID) Delete Registration Filte	▶ ▶ Sele r Register Register By SubOrg Close Hiel	ect



5. The complete list of available students will appear. Click on the student(s) you would like to register for the course or curriculum (you can select multiple students by holding the Ctrl button on your keyboard). Click on the **Select** button at the bottom to add your students to the **Selected Items** box.

franl darro chuc bob.	kie.alvarez en.anderson ck.andrews armstrong	Alvarez, Frankie Anderson, Darren Andrews, Chuck
darr chuc bob.	en.anderson ck.andrews armstrong	Anderson, Darren Andrews, Chuck
i chuc i bob. i kyle	ck.andrews armstrong	Andrews, Chuck
bob.	armstrong	Armetrona Bab
🖪 kyle		Amstrong, Doo
	ashley	Ashley, Kyle
i kaitl	in.askelson	Askelson, Kaitlin
i joel.	axner	Axner, Joel
🧾 joel.	baker	Baker, Joel
🛛 kevi	n.banks	Banks, Kevin
🛛 scot	t.barber	Barber, Scott
ken.	barnard	Barnard, Ken
i kenr	neth.barnard	Barnard, Kenneth
🗓 chris	s.barnett	Barnett, Chris
m	•	



6. The student(s) ID(s) you selected will now appear in the **Selected Items** box. Click the **Return Selected Items** button.

i	michael.allen	Allen, Michael
	frankie.alvarez	Alvarez, Frankie
	darren.anderson	Anderson, Darren
1	chuck.andrews	Andrews, Chuck
	bob.armstrong	Armstrong, Bob
1	kyle.ashley	Ashley, Kyle
	kaitlin.askelson	Askelson, Kaitlin
	joel.axner	Axner, Joel
i	joel.baker	Baker, Joel
1	kevin.banks	Banks, Kevin
	scott.barber	Barber, Scott
1	ken.barnard	Barnard, Ken
1	kenneth.barnard	Barnard, Kenneth
1	chris.barnett	Barnett, Chris
Resul	t: 1 to 100 of 267 Jump 1 ted Items	ro: - All - → 🛛 🛤 ⊲ Pages: 1 2 3 🕨 ►)
nich	ael.allen	
	All Filter	Select Return Selected Items Close Help



7. You will now be returned to the course or curriculum registration list and your selected student ID(s) will appear in the **Student(s) to Register** box. Click the **Register** button to enroll the student(s).

	Student ID	Student
0	sfowler	Fowler, Shawn
Θ	gfox	Fox, Gregory
0	ikountakis	Kountakis, Ioannis
0	jleblanc	LeBlanc, Jude
0	wpatout	Patout, Wade
0	btaylor	Taylor, Brandon
0	bulch	Ulch, Brian
8	bulch	Ulch, Brian
Resi	ult: 1 to 8 of 8 🛛 🛤 🔺 Page: 🗆 ent(s) to Register (enter ID)	1 > >
Resi itud mic	ult: 1 to 8 of 8 🛛 🜬 🔺 Page: ent(s) to Register (enter ID) hael.allen	1 ► ►



Registering Groups of Students - return to top

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.



2. On the left-hand control panel, click on **Manage Curriculums** or **Manage Courses** under the Curriculums/Courses tab.

► Admin Tasks	Manage Courses 🙂			
Curriculums/Courses Manage Curriculums Manage Courses Manage Scions Manage Keywords Manage Discount Codes	Search Org ID org03 Title			
Users Manage Users Manage Reporters	Result: 1 to 37 of 37 🖂 🔺 Page: 1			
Evaluations Approval Requests	cpr_2y			
► Community	og3_acces_1mox			
Reports Links	og3_confi_1mox			



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 - *option (a)* Left-click on a course or curriculum title and then click on the **Register** button at the top.*option (b)* Right-click on a course or curriculum title and then click on **Register** in the pop-up window that appears.

d Course 📝 View/Edit Details 🔯 Delete	Notifications	🗑 Content 🗑 Gradebook 🧃 Register
Course ID Description		Include Inactive
• >		
Title	Descriptio	on
Access to Medical Records	Add Course Duplicate Course View/Edit Details Delete	(b) A Standard on Access to Medical 910.1020 and answers any questions b Back for Safety Series, Confined Spaces to the hazards that may be waiting within a e then demonstrates safety procedures
Dropped Object Prevention for the Oilfield Indus	Notifications Content Gradebook	verful message about taking personal for safety. The program is an excellent tool for anies comply with dropped object prevention
Drug and Alcohol Awareness for the Maritime Si	Register Mail	g. 49 CFR Part 40. Emphasis is placed on ed judgments based on physical, behavioral, ice indicators, as well as testing and reporting
Step Back For Safety: Electrical Safety	Assign Course Help working ar	p Back for Safety Series, Electrical Safety vorkers how to keep themselves safe when ound electricity by recognizing electrical hazards



4. A pop-up will appear with a list of all students currently registered in this course or curriculum. Click the **Register By SubOrg** button.

iro	led Students for og3_acces_	Imox		
	Student ID	Student	1	
8	sfowler	Fowler, Shawn		
8	gfox	Fox, Gregory		
3	ikountakis	Kountakis, Ioannis		
8	jleblanc	LeBlanc, Jude		
3	wpatout	Patout, Wade		
8	btaylor	Taylor, Brandon	-	
3	bulch	Ulch, Brian		
lesi ud	ult: 1 to 8 of 8	1 ► ► Select		



 The list of available groups will appear. Select the group(s) you would like to register using either the drop down boxes or Select buttons on the right. Once you've made your selection, click the **Register By SubOrg** button. All students enrolled in that group or combination of groups will be registered in the course.

Panistar in Courses Register By SubOrg - og3_acces	_1mox	_	×			
Region	Central		Select			
Area	- All -	•	Select			
Title	- All -	•	Select			
Supervisor Name	- All -	-	Select			
Delete By SubOrg Register By SubOrg Close Help						
8 bulch	Ulch, Brian					
Result: 1 to 8 of 8 🖛 Page: 1 🕨 🖂						
Student(s) to Register (enter ID)						
			Select			
Delete Registration Filter Register Register By SubOrg Close Help						