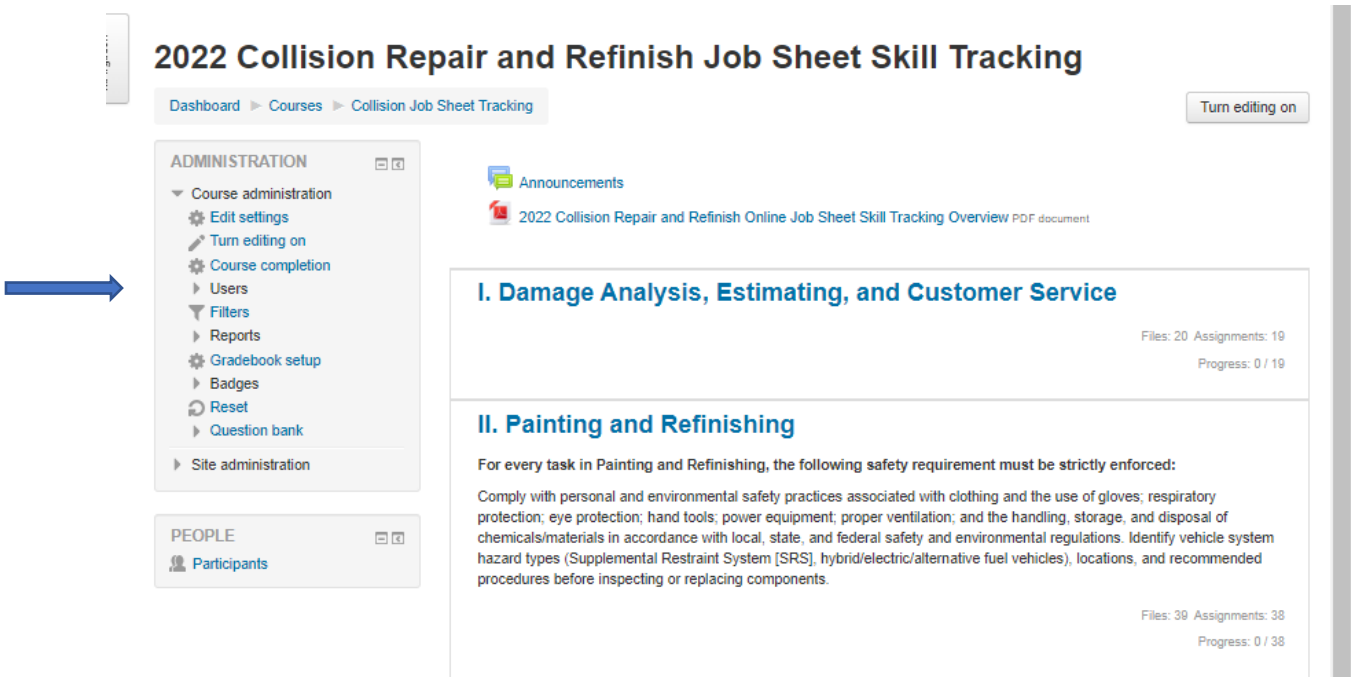


Collision Repair and Refinish Job Sheet Skill Tracking

How To Manually Enroll Students

Log in to your Collision Repair and Refinish Job Sheet Skill Tracking site. The curriculum content will display along with the administration block on the left side of the screen. The screen will look like this:



From the **Administration** block click on the gray diamond icon next to **Users**. Additional option will display. Click on the **Enrolled users** link and the following screen will display:

How To Manually Enroll Students

Navigation

2022 Collision Repair and Refinish Job Sheet Skill Tracking

Dashboard > Courses > Collision Job Sheet Tracking > Participants

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
- Users
 - Enrolled users
 - Enrollment methods
 - Groups
 - Permissions
 - Other users
- Filters
- Reports
- Gradebook setup
- Badges
- Reset
- Question bank

PEOPLE

- Participants

Participants

No filters applied

Search keyword or select filter

Number of participants: 1

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Select | name | Email address | Roles | Groups | Last access to course | Status |
|--------------------------|-------------|---------------------------------------|---------|-----------|-----------------------|------------|
| <input type="checkbox"/> | Susie Smith | allida@instructionalmediaservices.com | Student | No groups | 22 hours 52 mins | Active ⓘ ⚙ |

Select all Deselect all ⓘ

With selected users... Choose...

Enroll users

Enroll users

One student has already been manually enrolled. To enroll additional students, click on either of the **Enroll users** buttons. The following screen will display:

Enroll users

Enrollment options

Select users: No selection

Search

Assign role: Student

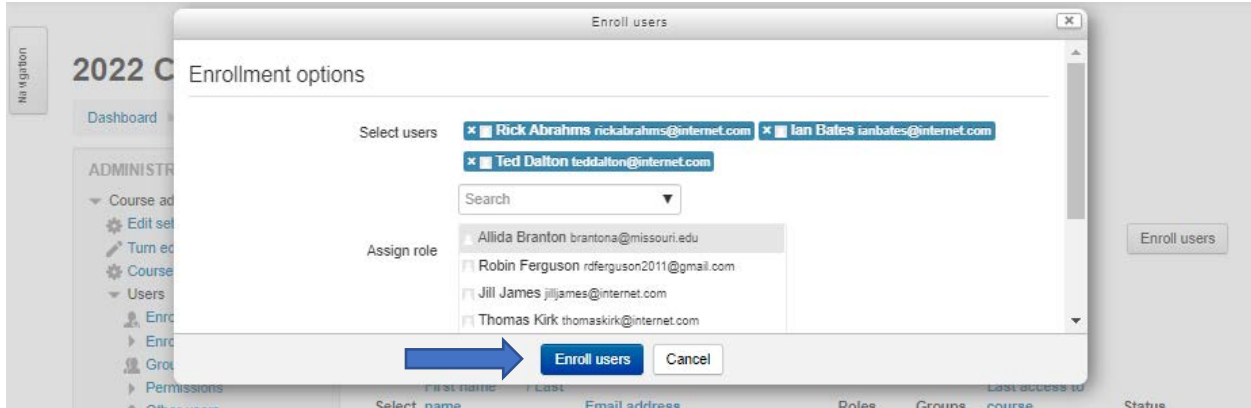
Show more...

Enroll users Cancel

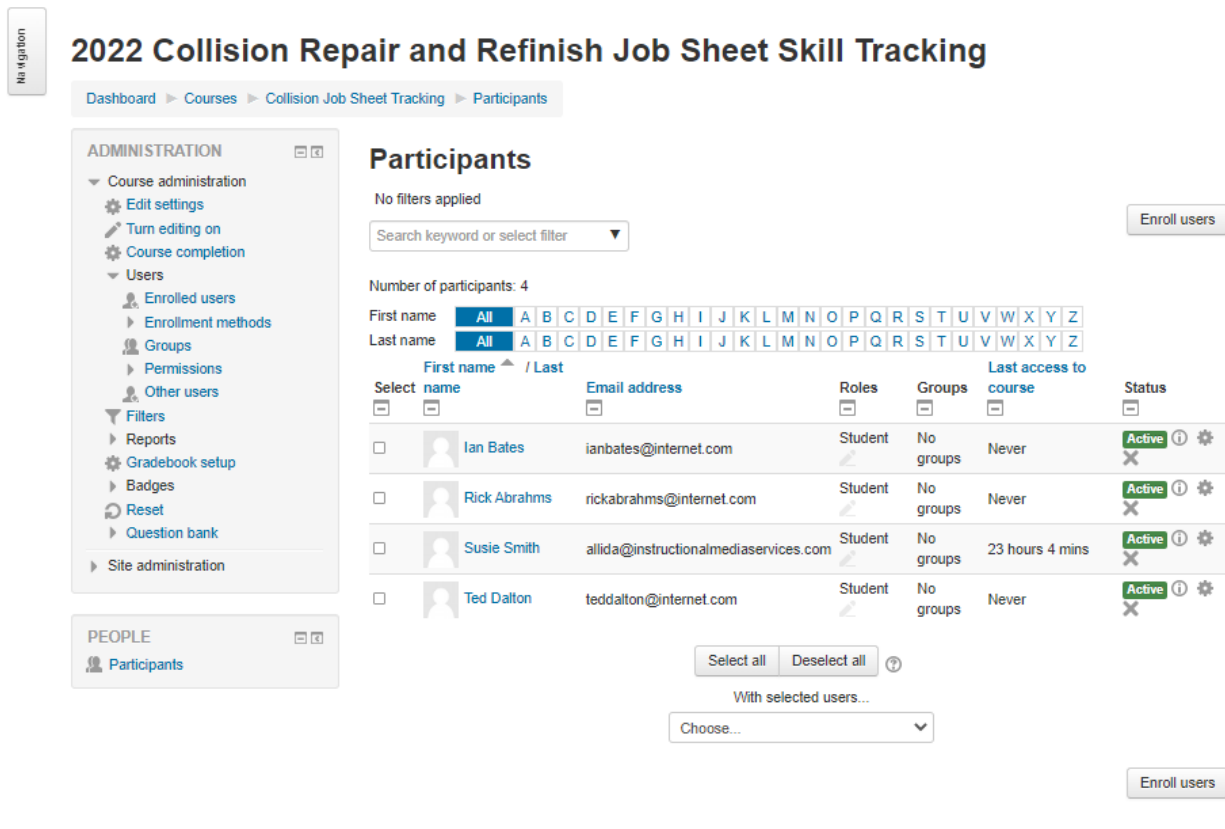
Enroll users

Make sure that the Assign role box indicates Student! Select the down arrow in the Search box and a list of current accounts existing in the site will display. Select the names from the list that you wish to enroll in this course. The screen will look like this:

How To Manually Enroll Students



Click on the **Enroll users** blue button. The names you have chosen will be enrolled in the course. The following screen will display:



Three new students have been successfully enrolled in the course.

A second method of enrollment is available. The second option under **Users** is **Enrollment methods**. If you choose **Enrollment methods** from the Administration block the following screen will display:

How To Manually Enroll Students

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
- Users
 - Enrolled users
 - Enrollment methods**
 - Manual enrollments
 - Groups
 - Permissions
 - Other users
- Filters
- Reports
- Gradebook setup
- Badges
- Reset
- Question bank

- Site administration

Enrollment methods

| Name | Users | Up/Down | Edit |
|---------------------------|-------|---------|-------|
| Manual enrollments | 4 | ↓ | ✕ ⌂ ⚙ |
| Guest access | 0 | ↑ ↓ | ✕ ⌂ ⚙ |
| Self enrollment (Student) | 0 | ↑ | ✕ ⌂ ⚙ |

Add method

If you click on the icon that looks like a person's head the following screen will appear:

Manual enrollments

Enrolled users (4)

- Rick Abrahms (rickabrahms@internet.com)
- Ian Bates (ianbates@internet.com)
- Ted Dalton (teddalton@internet.com)
- Susie Smith (allida@instructionalmediaservices.com)

Not enrolled users (10)

- Allida Branton (brantona@missouri.edu)
- Robin Ferguson (rdferguson2011@gmail.com)
- Jill James (jilljames@internet.com)
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperkins@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Donald Smith (donaldsmith@internet.com)
- IMS Support (support@instructionalmediaservices.com)

Assign role: Student

Enrollment duration: Unlimited

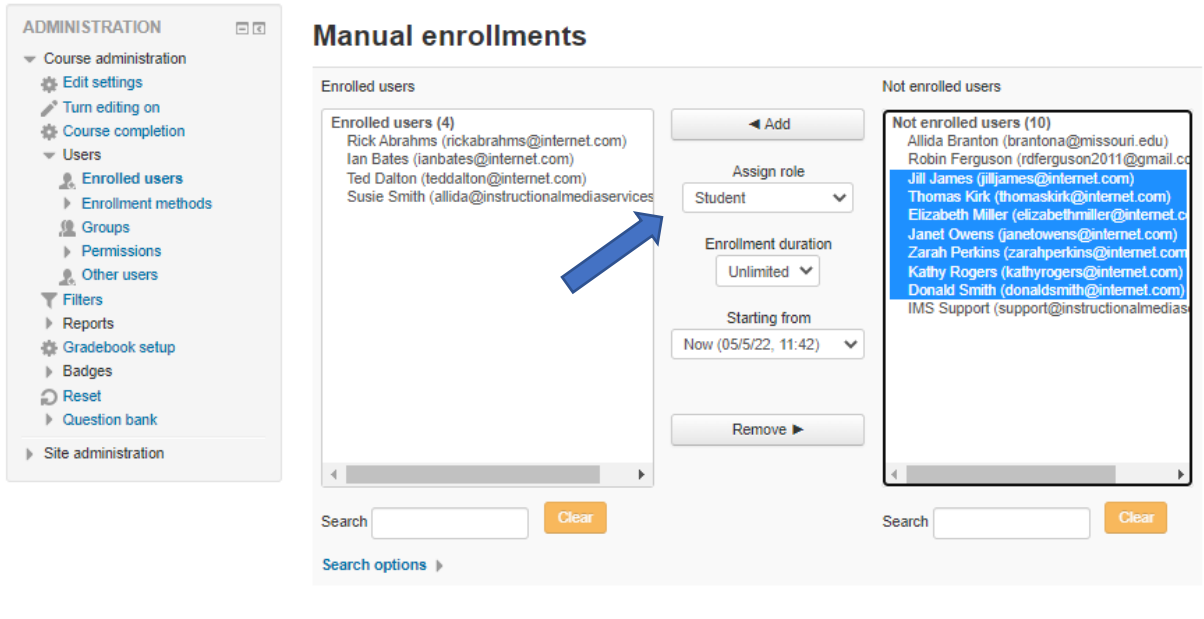
Starting from: Now (05/5/22, 11:42)

Search Clear

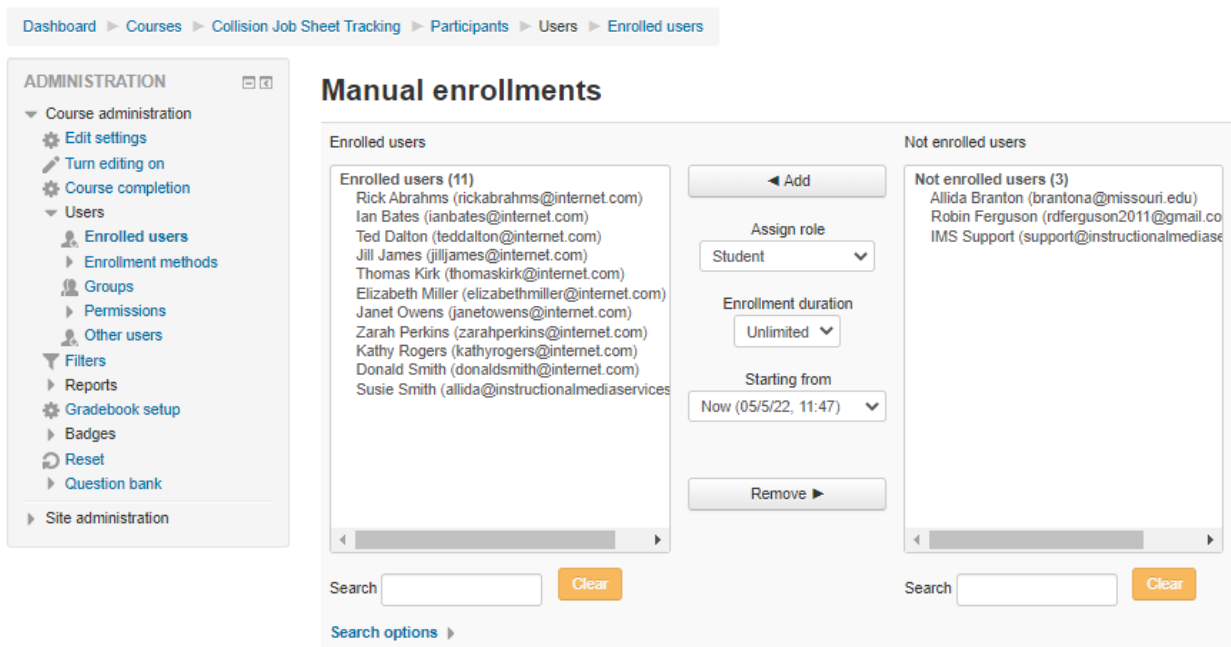
Search options ▶

From the right of this screen choose the students that you would like to enroll in the course by highlighting them. Windows key commands may be used to highlight consecutive names and/or individual non-consecutive names. The screen will look like this:

How To Manually Enroll Students



Make sure that the **Assign role** box indicates student! Click the Add button to transfer the names from the right column to the left column. This group of students are now enrolled in the course. The screen will look like this:



If you click on the **Enrolled users** in the Administration block the following screen will display:

How To Manually Enroll Students

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
- Users
 - Enrolled users
 - Enrollment methods
- Groups
 - Permissions
 - Other users
- Filters
 - Reports
 - Gradebook setup
 - Badges
 - Reset
 - Question bank
- Site administration

Participants

No filters applied

Search keyword or select filter

Number of participants: 11

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Select | First name / Last | Email address | Roles | Groups | Last access to course | Status |
|--------------------------|-------------------|--------------------------------------|---------|-----------|-----------------------|--------|
| <input type="checkbox"/> | Donald Smith | donaldsmith@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Elizabeth Miller | elizabethmiller@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Ian Bates | ianbates@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Janet Owens | janelowens@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Jill James | jilljames@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Kathy Rogers | kathyrogers@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Rick Abrahms | rickabrahms@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Susie Smith | alida@instructionalmediaservices.com | Student | No groups | 23 hours 18 mins | Active |
| <input type="checkbox"/> | Ted Dalton | teddalton@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Thomas Kirk | thomaskirk@internet.com | Student | No groups | Never | Active |
| <input type="checkbox"/> | Zarah Perkins | zarahperkins@internet.com | Student | No groups | Never | Active |

Select all Deselect all

With selected users...

Choose...

All of the students have been successfully enrolled in the course.