

Automotive Technology Online Curriculum

This documentation was created using the CRR Competency Profile online site.
The steps are the same.

How To Manually Enroll Students

Log in to your Automotive Technology Online Curriculum site. The curriculum content will display along with the administration block on the left side of the screen. The screen will look like this:

The screenshot displays the user interface of the '2022 Collision Repair and Refinish Job Sheet Skill Tracking' course. At the top, the course title is prominently displayed. Below it, a breadcrumb trail shows 'Dashboard > Courses > Collision Job Sheet Tracking'. A 'Turn editing on' button is visible in the top right corner. On the left side, there is an 'ADMINISTRATION' block with a list of options: 'Course administration' (with a sub-menu for 'Edit settings', 'Turn editing on', and 'Course completion'), 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Reset', 'Question bank', and 'Site administration'. A blue arrow points to the 'Users' option. Below the administration block is a 'PEOPLE' block with a 'Participants' link. The main content area on the right shows two sections: 'I. Damage Analysis, Estimating, and Customer Service' (with 20 files and 19 assignments) and 'II. Painting and Refinishing' (with 39 files and 38 assignments). The 'Painting and Refinishing' section includes a safety requirement: 'For every task in Painting and Refinishing, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing and the use of gloves; respiratory protection; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations. Identify vehicle system hazard types (Supplemental Restraint System [SRS], hybrid/electric/alternative fuel vehicles), locations, and recommended procedures before inspecting or replacing components.'

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

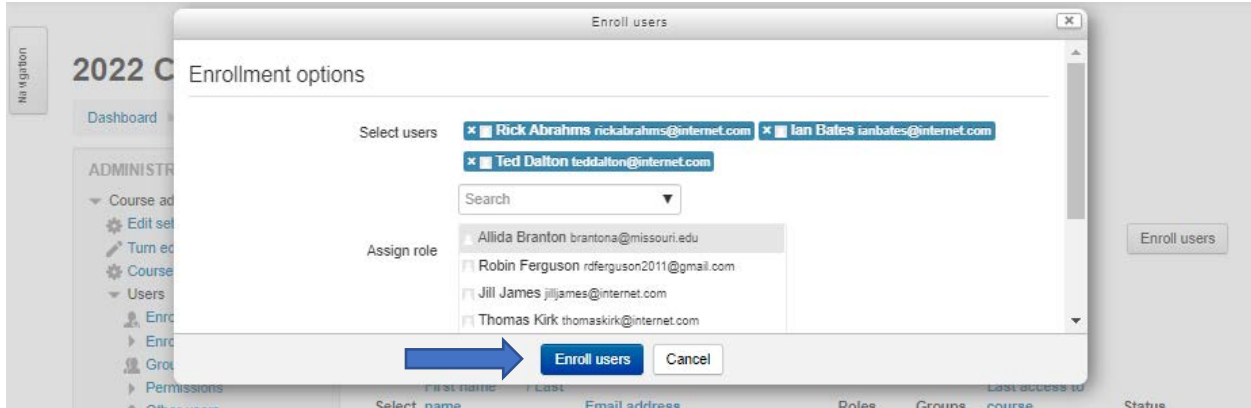
Show more...

Enroll users Cancel

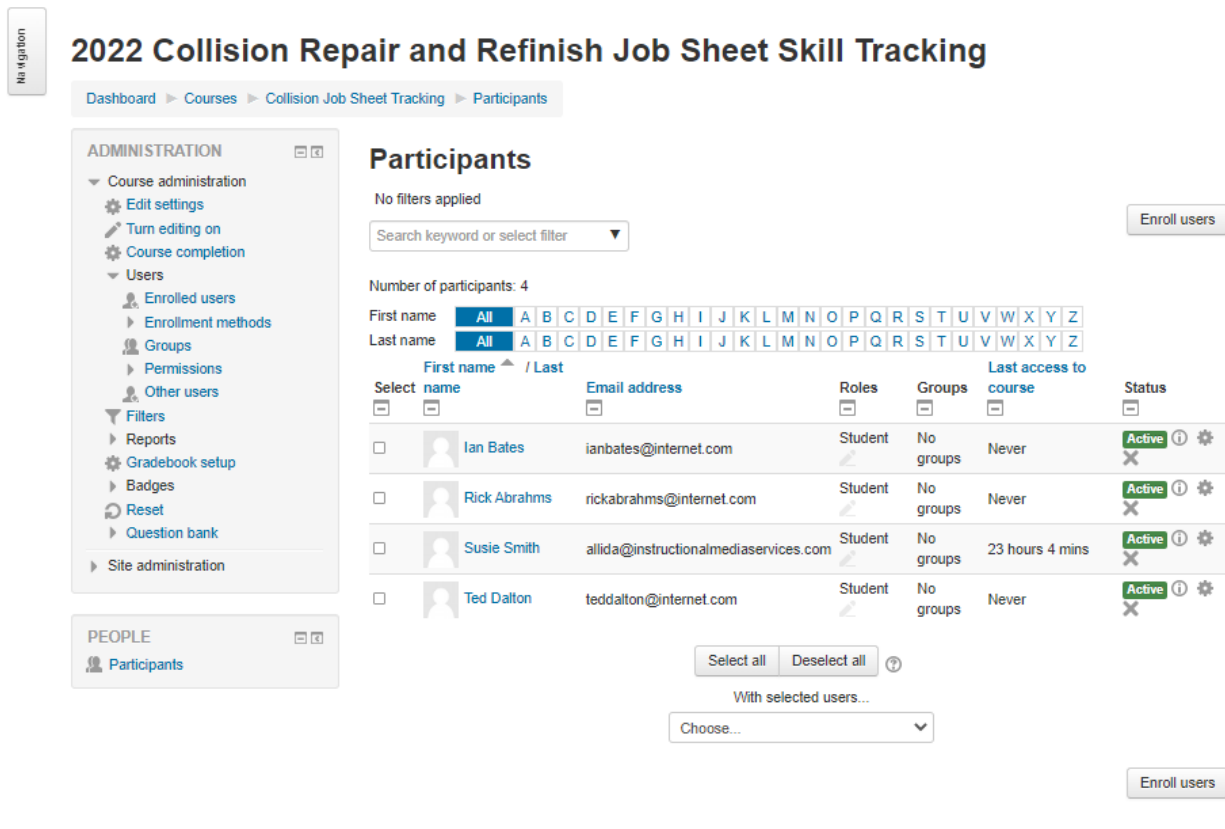
Enroll users

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)

Not enrolled users (10)

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

Assign role: Student

Enrollment duration: Unlimited

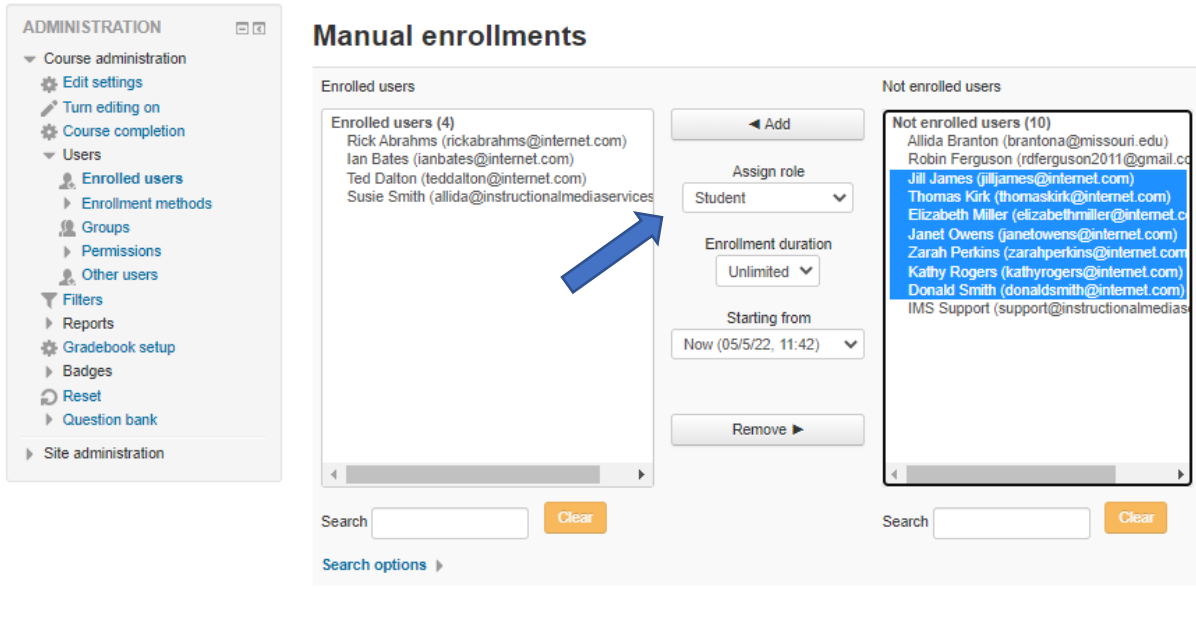
Starting from: Now (05/5/22, 11:42)

Search Clear

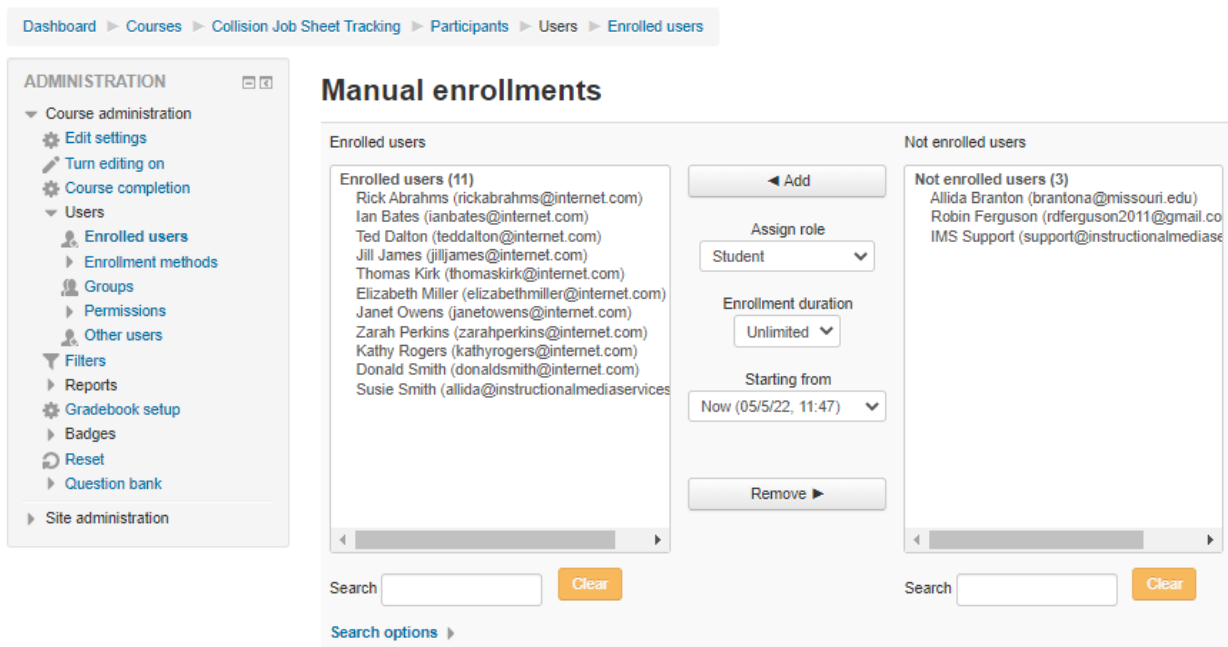
Search options ▶

From the right side 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 is 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

PEOPLE

- Participants

Participants

No filters applied

Search keyword or select filter

Enroll users

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	name	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.