

WD Learning: Enroll Learner in Course

Learners can be enrolled in courses with or without due dates.

Tasks

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Starting the Enrollment Task

To enroll learners, you must first navigate to the list of learners. Use this process for all ways to enroll learners.

1. There are two ways to start the enrollment process.

- A. Type **Find Workers – Enroll Others in Learning (Mass Enroll)** in the global search.
- B. Click on the **Learning Admin** app and select the above task.



2. All learners will display. Depending on the number of learners who will be enrolled, there are different approaches to finding learners.

Enroll a Single Learner

After initiating the Mass Enroll task in the first section, use this process if enrolling a single learner in a course. If assigning to more than one learner, chose one of the other two processes listed in the menu.

1. On the **Find Worker** page, enter the learner's name in the Find Workers search field (below the blue banner and above the list of learners).

A screenshot of a web interface. At the top is a blue banner with the text "Find Workers - Enroll Others in Learning (Mass Enroll)" in white, followed by a small white icon of three dots. Below the banner is a white search bar with a magnifying glass icon on the left and the placeholder text "search".

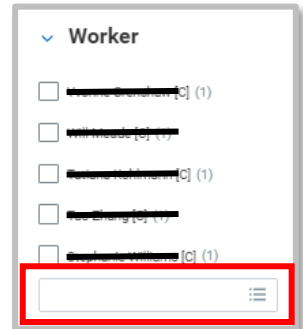
2. [Complete Enrollment](#).

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Enroll a Small Random Group

After initiating the Mass Enroll task in the first section, use this process to enroll a small number of unrelated learners. Meaning they do not work in the same department, were not hired at the same time, do not have the same job title, etc.

1. On the Find Workers page, scroll to the Worker filter in the list of filters on the left.
2. Enter the name of the learner in the search field.
3. When the name is selected, it will populate to the right.
4. Repeat entering names.
5. [Complete Enrollment](#)



Enroll Related Group Using Filters

Use the faceted filters to reduce the entire list of learners to a specific group. This section discusses the more commonly used filters. To understand all filters, go to [Faceted Filters Defined](#). As filters are applied, unrelated filters are hidden. Use the Clear All button to remove all filters.

Example: Enrolling all last week's new hires in the Academic Division.

- Apply the **Company** filter and select **The Rector and Visitors of the University of Virginia**.
- Apply **the Most Recent Hire Date** and select **8 – 30 days ago**.

Example: Enroll all RNs and CNAs (but not managers) who work on 6-West.

- Apply the **Supervisory Organizaiton** filter and search for **6 west** or the **manager's name**
- Apply the **Job Family Group** filter and select **Registered Nurse, Contingent Worker** (travel nurses) and **Health Services** Group. JFG=large groups of same workers, such as RN, Finance, etc.
- Apply the **Job Family** filter and select **Inpatient Reistered Nurses, Healthcare Specialists**, and **Contingent Workers**. This eliminates RNs in leadership roles.
- Apply the **Job Profile Group** and select all boxes **BUT** the **Patient Care Technician**.

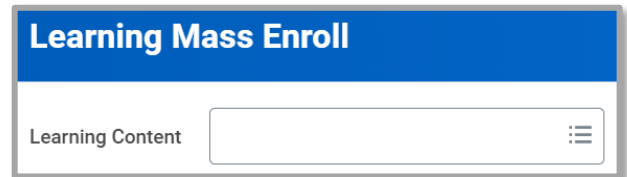
When you have filtered to the right group of learners, [Complete Enrollment](#).

Enrollment

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This section assumes you have created the list of learners by using the search feature or faceted filters. If you have not created your list of learners, go up to the list of tasks at the top of the document and review the types of ways to use faceted filters to identify learners.

1. Check either the box at the top of the list of learners or to the left of each learner.
2. Click the **Learning Mass Enroll** button (bottom of page).
3. **Learning Content** - Type all or part of the course or program title and hit enter to search. Select the title. Do not attempt to search for the title by clicking in the drop down and selecting from the scrollable list.
4. Click **OK**.
5. If enrolling learners in a digital course, skip to **Step 8**. Continue to next step for enrolling in a blended course.
6. A table of all scheduled offerings is displayed. Check the box for the offering date/time .



Note: The system will not block admins from enrolling beyond the offering/room capacity. Review the 'Waitlist Available' and 'Unlimited Capacity' columns to confirm seat availability.

7. Click **OK**.
8. **Assign as Required Learning:** Select **Yes** or **No**.
 - A. **Yes** – provides a due date that is visible to the learner and places the course on the learner's **Required for You** slider.
 - i. Click in the **Due Date Type**. Select either static **Date** or **Duration**.
 - B. **No** – does not provide a due date. Learner can access course from the **Continue Learning** slider. This option is typically used when enrolling learners after an offering has occurred and learners were not pre-enrolled.
9. The list of learners is displayed again. Check the box in the header row to select all learners. Check the box next to a learner to deselect the learner if they should not receive the training.

Troubleshooting Note: If some learners are missing from the list, look directly above the names to see tabs for **Eligible** or **Ineligible**. Select the **Ineligible** tab to locate missing learners. The field at the right includes an explanation, such as the learner is already enrolled in the course.

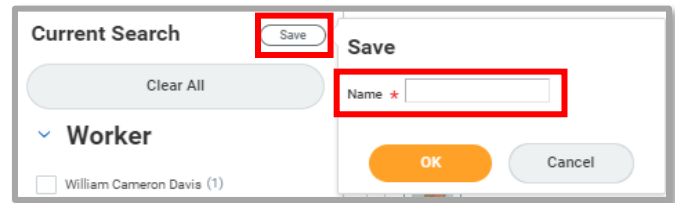
10. Select **OK**.
11. Click **OK** and then **Done**.

Saved Searches

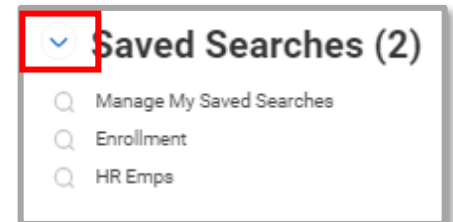
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Learners can only be enrolled in one course at a time. The list of learners can be saved and used again to assign additional courses. If filters were applied to create the list of learners, the save feature does not save the filter settings, only the learner list. If employees join or leave the groups associated with the filters, they will not be added/deleted from the list. The list is static.

1. Perform the steps in **Enroll Others in Learning (Mass Enroll)** above, but stop before you click the **Learning Mass Enroll** button.
2. Scroll to the top of the page and select the **Save** button above the facets. At least one faceted filter must be used to activate the **Save** button.
3. Enter a **Name** for the saved search that describes the list of learners.
4. Click **OK**.



5. There is now a number associated with your **Saved Searches**. Click the blue chevron to the left of **Saved Searches** to reveal the list.
6. Click the title of a saved search to access the learners.
7. Click on the **Manage My Saved** Searches to edit or delete a saved search.



Faceted Filters Defined

The facets on the Mass Enroll page allow filtering to specific groups of people. Below are each facet and their description. Once you filter to the correct group, consider saving the filter settings so the set up does not need to be repeated. Saved searches cannot be shared with others who enroll learners.

- Company – The five major compaies within UVA.
- Worker – Allows admin to create a list of unassociated learners and enroll all simultaneously.
- Most Recent Hire Date – Groups learners by hire date ranges. Multiple date ranges can be used simultaneously.
- Location – Groups by the learner's building workplace as identified by UVA Facilities Management. Multiple buildings can be selected.
- Job Profile – Groups by the HR job title. Multiple titles can be selected.
- Management Chain – Includes all supervisory organizations reporting to the manager selected. Does not go to organizations above the manager selected. Multiple managers can be included.

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- Job Family – Sub groups of worker types within the Job Family Group. (e.g., the different types of RNs or Faculty within the larger group).
- Job Family Group – Large groupings of related Job Families (e.g., all RNs, Faculty, Student Workres, etc.)
- Worker Type – Differentiates UVA employees from “non-UVA” categorized employees.
- Management Level – Groups by hierachical level.
- Schools – Groups by the schools listed on job applications for current employees. This is not a list of various UVA schools.
- Professional Affiliations – Groups by affiliations that are self-reported by the employee, either in the application or in the Worker Profile/Career tab.
- Fields of Study – Self explanatory
- Competency – Groups employees who added a specific competency to the Worker Profile/Career/Compency list.
- Certifications – Groups by certifications listed in either the application or added to the Worker Profile/Career area.
- Supervisory Organization – Groups by Sup Org/Manager title.
- Employee Type – Differentiates UVA workers into official HR categories of Regular, Student worker, Wage or Temp. Does not include contingent workers.
- Job Classification – Groups by worker employment classification (non-designated, designated, wage type, etc.)
- Job Interest – Groups by learners self-identified interests in other UVA roles. Found in the Worker Profile/Career/Job Interest tab
- Supervisory Org Primary Position – Captures employees in their primary position Sup Org at UVA. Useful when dealing with dual employees.
- Any Current Academic Appointment on Academic Tenure Track – Is a True/False option.
- Academic Appointment Tenured - Is a True/False option.
- Academic Ranks – Groups by the Faculty ranking.
- Has Emeritus - Is a True/False option.
- Academic Track Types – Lists all Faculty tracks.
- Academic Appointment Identifiers – Groups by types of Faculty appointments.
- Academic Tenure Statuses – Tenured, Tenure Eligible, and Tenured Pending Review

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- Specialty – Includes hires with an agreement to complete a certification or licensure at an agreed-upon date post-hire.