

Learning: Enroll Your Team in Learning

Manager

Use this job aid to enroll your Team Members in courses in Learning using the Mass Enroll feature.

Enroll Your Team – Mass Enroll

From your home screen:

1. Navigate to the **Learning** application.



2. Select the course you want to enroll team members in. There are several ways to find courses:
 - a. In the **Discover** Tab:
 - a) Click **Browse Learning** to browse, search and filter courses.
 - b) Click **Browse Topics** to find learning within a topic area.
 - c) View the **Most Popular** courses and select one.
 - d) Under **Based on Your Interests**, click **Add Preferences** to choose topics that are of interest to you and see course recommendations.
 - e) View and select **Recently Added** courses.
3. Click **Enroll My Team**.
4. In the **Assign as Required Learning** field, select Yes or No.



NOTE: If you select **Yes**, the Team Member cannot unenroll or remove it from their required learning. Only system administrators can edit their enrollment. Only select yes if necessary.

5. Select the checkbox next to each Team Member you want to enroll in the course. Selecting the top checkmark will select all Team Members listed.
6. Click **Submit > Done**.
7. The assigned Team Members receive a notification that they have been enrolled in a course.

