## **Enrollment Block: Enroll Users in Course**

## Step-by-step guide

## Under Enrollment

E.

1. Click Enroll Users in Course link

WellSky	
🔁 Dashboard	Demo Director
🟛 Enrollment 🗸 🗸	
Add Users to Account	Welcome, Demo. This is your Dashboard. Start here to view
Enroll Users in Course	My Courses My Certificates Reports -
Group Management	Course overview
Learning Plans	▼ All (except removed from view) ▼
Log	

2. Search for the course.

~ ~	roll Users in	Course
OASIS		
Search	•Active Licenses OAll L	icenses
1	2 3 4 5 6	7 8 9 10 15 <b>&gt;</b>
	Agency	Course *
1	Demo - LMS (Internal)	The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard
2	Demo - LMS (Internal)	2017 Home Health Conditions of Participation (CoP): Executive Update

3. Click the **L** Enroll icon.

	oll Users in C	Course			
OASIS					
Search	Active Licenses OAll Lice	enses			
1	2 3 4 5 >				
	Agency	Course*	Seats	Expiration	
1	Demo - LMS (Internal)	2020 OASIS-D1 Proficiency Test	Unlimited	07/17/2029 00:00	1
2	Demo - LMS (Internal)	All About OASIS: Get Ready for 2020	Unlimited	07/17/2029 00:00	<b>→</b> &R
3	Demo - LMS (Internal)	April 2019 OASIS Skills Test	Unlimited	07/17/2029 00:00	A. 🗟
4	Demo - LMS (Internal)	Basic Training Series: OASIS and Outcomes - D1 Updates	Unlimited	07/17/2029 00:00	<b>.</b> .
5	Demo - LMS (Internal)	Certified OASIS Quality Specialist Exam	1	11/24/2021 12:42	
	Demo - LMS (Internal)	Improve Your Revenues with OASIS and Coding	Unlimited	07/17/2029 00:00	2.

4. Select User(s)

5. Click either the Enroll Button (when one user is selected) for the Enroll Selected Users (when multiple users are selected) button.

	Test	User	Demo - LMS (Internal)	Registered Nurse	Home Health, Nancy Marcin	Monday, June 1, 2020, 3:23 PM	-	-> Errol
	Demo	User	Demo - LMS (Internal)			Tuesday, October 27, 2020, 8:40 AM		Enroll
					Select all / Deselect all			
					Enroll Selected Users			
					×			

## 6. Select Due Date(s)

You have the option to set separate Due Dates and Unenrollment Dates.

 Click Finish button to enroll user(s) into the course. An automatic email will be sent to the user notifying them they have a new course to complete.

		Due Date: 04/05/2021 16:47 Ur									Inenrollment Date: 04/05/2021 16:47							
	•	♠		Apri	I- 2	021-	•		•	<b>↑</b>		Apri	I- 2	021-	•			
Olinger	Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00	Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00	017, 1:37	
	28	29	30	31	1	2	3	01:00	28	29	30	31	1	2	3	01:00		
Roberts	4	5	6	7	8	9	10	02:00	4	5	6	7	8	9	10	02:00	ary 16,	
Roberts	11	12	13	14	15	16	17	03:00	11	12	13	14	15	16	17	03:00		
	18	19	20	21	22	23	24	04:00	18	19	20	21	22	23	24	04:00	bor 10	
TEST	25	26	27	28	29	30	1	05:00	25	26	27	28	29	30	1	05:00	iber ro,	
								-								-		
User																	, 2020,	
	OUne	nroll ı	user (	on Du	e Dat	e												
							ct Dua	Date 🗲				_					er 27,	