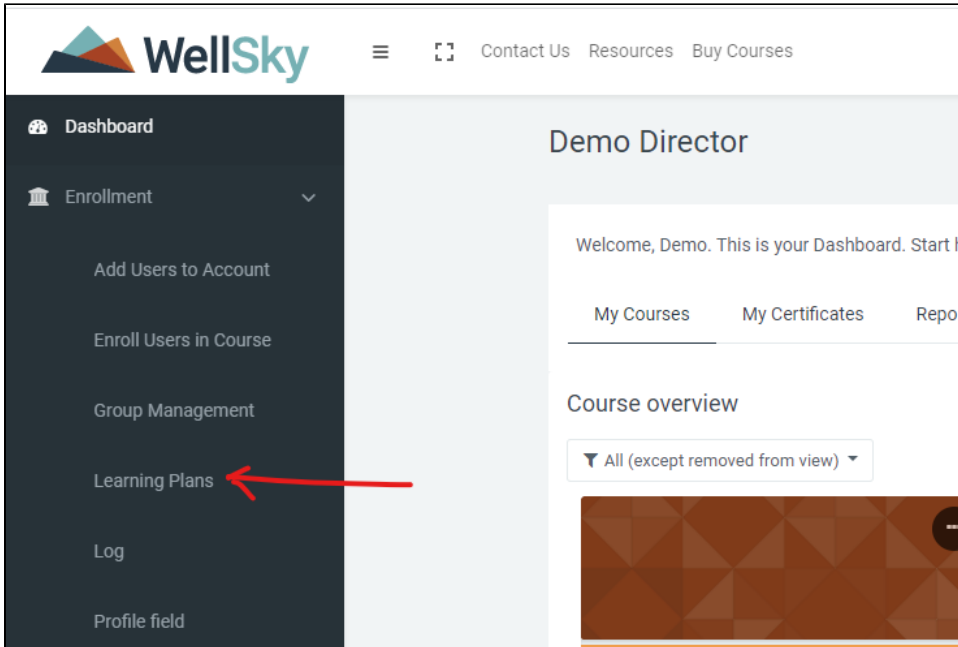# Enrollment Block: How to Create A Learning Plan
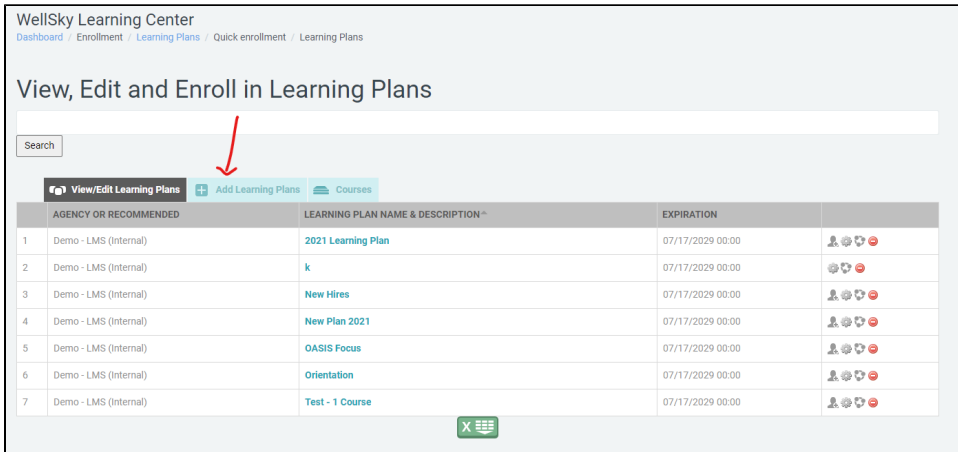
Step-by-step guide

Under **Enrollment**

1. Click **Learning Plans**

2. Click **Add Learning Plans** Tab

3. Enter the Learning Plan Name > Click **Submit** button

4. Select checkboxes then click Submit button

5. Now that we created the Learning Plan we can enroll Users. **Click View / Edit Learning Plans** tab to access Learning Plans.
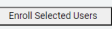
6. Click the Enroll icon ![icon] next to the Learning Plan

7. Select the users then click the **Enroll Selected Users** button

8. Select Due Dates > Click **Finish** to enroll learner into the Learning Plan.

Choose your user's due date for this learning plan:

Due Date: 05/08/2021 08:59

	May ‑ 2021 ‑						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
25	26	27	28	29	30	1	01:00
2	3	4	5	6	7	8	02:00
9	10	11	12	13	14	15	03:00
16	17	18	19	20	21	22	04:00
23	24	25	26	27	28	29	05:00
30	31	1	2	3	4	5	

⦿ Unenroll user on Due Date
◯ Allow user access to course past Due Date

Cancel   Finish