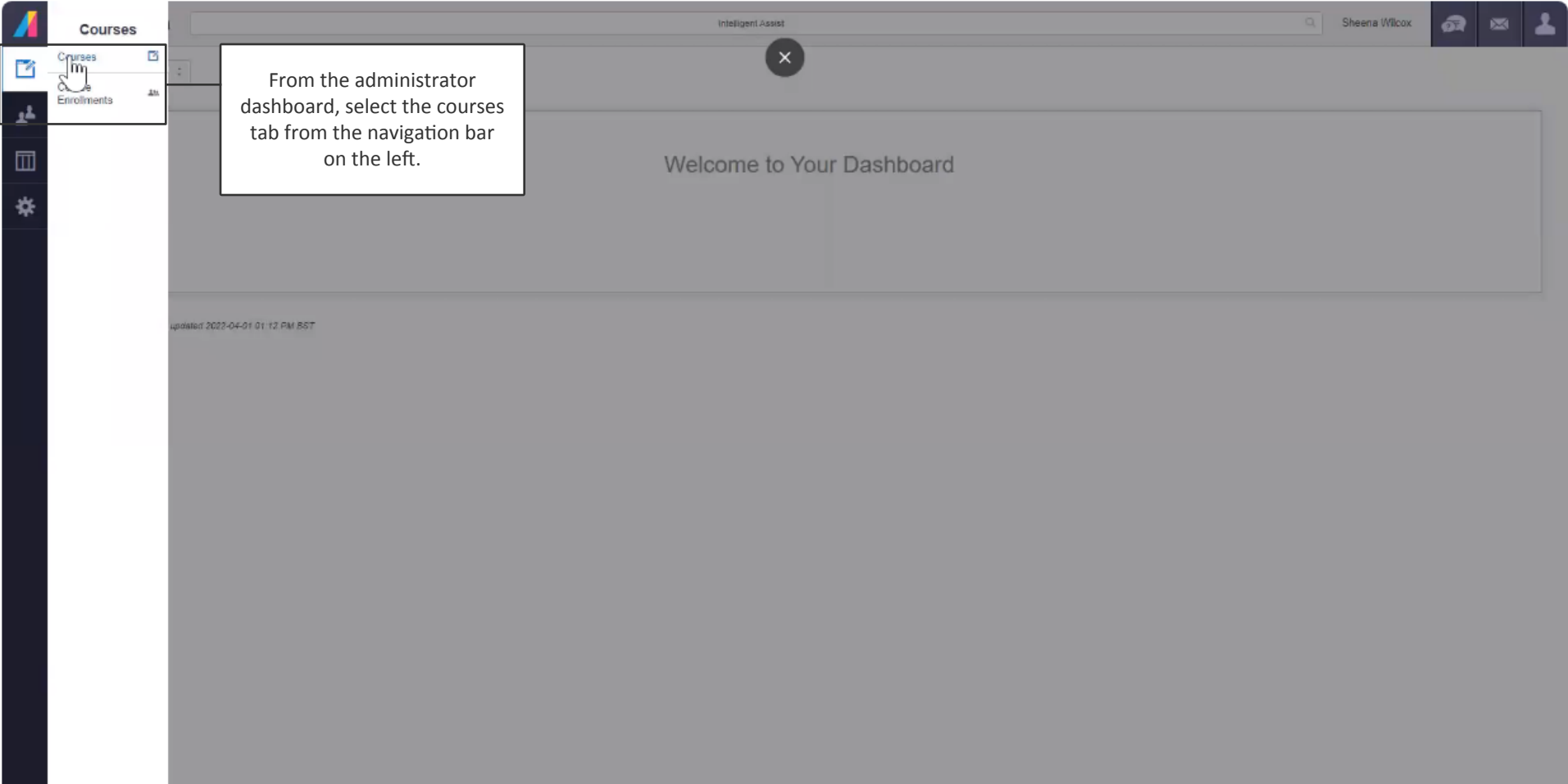


How to view and enrol users on multiple courses

Administrator dashboard



Select courses

The screenshot shows the MentorLearn interface for the 'Courses' section. At the top, there is a search bar and the user's name 'Sheena Wilcox'. Below the search bar, there are filters for 'Id Equals', 'Name Contains', and 'Status Equals Active'. The main area is a table of courses with columns for 'Name', 'Category', and 'Type'. A selection bar on the left of the table contains checkboxes for each course. Six courses are selected, and the text '6 item(s) selected' is displayed in the top right of the table area. On the right side of the interface, there is a 'Mass Actions' menu with an 'Enrol Users' button highlighted in blue. A 'Deselect' button is also visible below it.

Name	Category	Type
<input checked="" type="checkbox"/> Business communication	Wellbeing	Online Course
<input checked="" type="checkbox"/> Code of conduct	Business Protection	Online Course
<input checked="" type="checkbox"/> Communication skills	Wellbeing	Online Course
<input checked="" type="checkbox"/> Coping with Covid-19 anxiety	Wellbeing	Online Course
<input checked="" type="checkbox"/> Cyber security	Business Protection	Online Course
<input checked="" type="checkbox"/> Financial wellbeing	Wellbeing	Online Course
<input type="checkbox"/> Fraud prevention	Business Protection	Online Course
<input type="checkbox"/> Freedom of Information	Business Protection	Online Course
<input type="checkbox"/> General Data Protection Regulation (GDPR)	GDPR	Online Course
<input type="checkbox"/> Healthy living	Wellbeing	Online Course
<input type="checkbox"/> Internet, email and social media	Business Protection	Online Course
<input type="checkbox"/> Managing mental health	Wellbeing	Online Course
<input type="checkbox"/> Mental health awareness	Wellbeing	Online Course
<input type="checkbox"/> Mindfulness	Wellbeing	Online Course
<input type="checkbox"/> Modern slavery	Business Protection	Online Course
<input type="checkbox"/> Money laundering	Business Protection	Online Course
<input type="checkbox"/> Nutrition	Wellbeing	Online Course
<input type="checkbox"/> Pandemic awareness	Business Protection	Online Course
<input type="checkbox"/> Phishing awareness	Business Protection	Online Course

Once on the course page, you can tick any number of box(es) for the courses you want to enrol your employees onto.

Once you have made the course selections, click enrol users.

Enrol users

The screenshot shows the 'Enroll Users' page in the MentorLearn system. The page title is 'Enroll Users' and it includes an 'Intelligent Assist' search bar. A message states 'There are 0 users selected'. A 'Users' dropdown menu is open, showing a search bar and a list of employees: Tom Alvarez, Katelyn Arellano, Joe Bloggs, and Reyna Calhoun. A table below lists courses: 'Coping with Covid-19 anxiety' and 'Cyber security'. A 'Save' button is highlighted in green, and a 'Cancel' button is also visible. A blue bar at the bottom says 'Add Courses' with a plus sign.

Once you have selected all the employee names, click save.

Under users, select the users you want to enrol. Note, you can search for employee names, and select multiple employees at once.