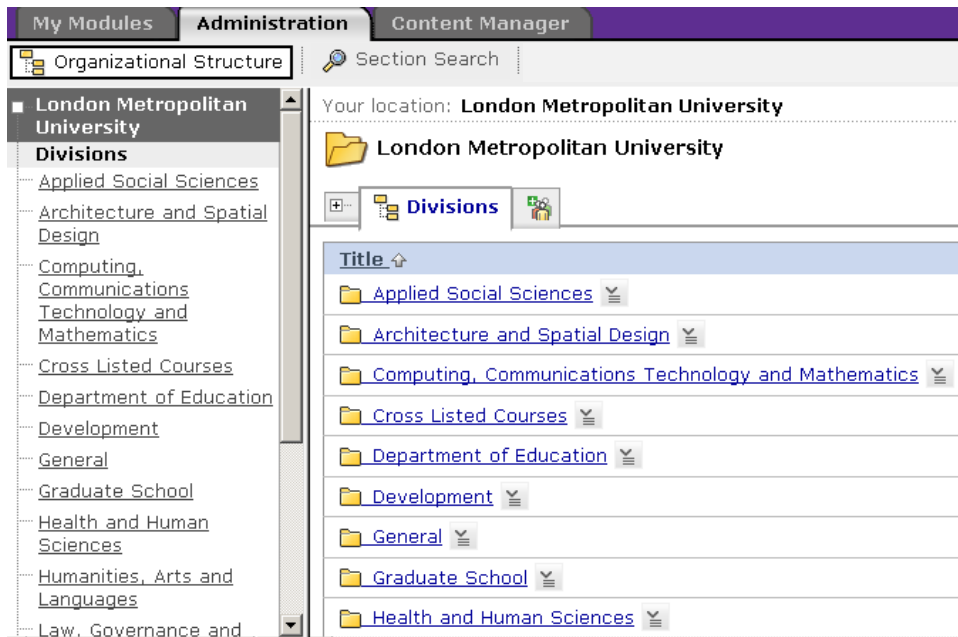




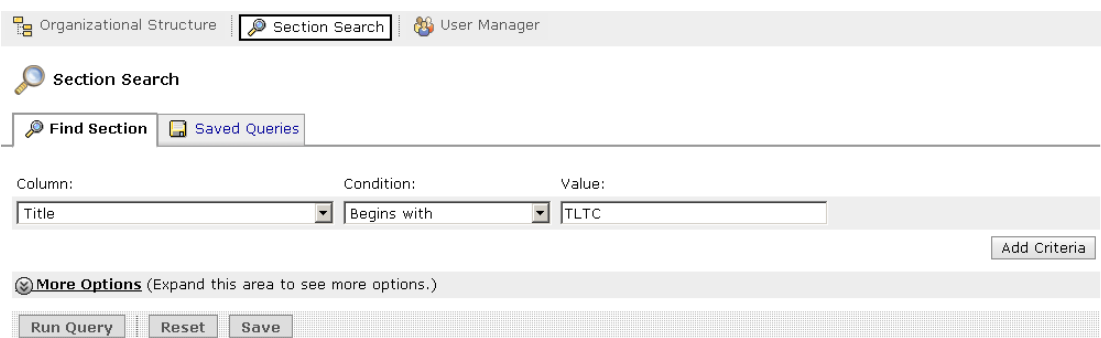
**PLEASE NOTE:
YOU MUST NOT ADD YOURSELF OR ANY COLLEAGUE AS SECTION DESIGNER/INSTRUCTOR TO ANY MODULE OR COURSE THAT DOES NOT HAVE A RECOGNISABLE STAFF ID ALREADY ENROLLED!!**

1. To access Enrolment Manager click the **Administration** tab



2. Click **Section Search** to find course to enrol on

3. Enter course title in the **Value** field



4. Click **Run Query** button



5. Click course title i.e. **TLTC WebLearn Workshops**

Search Results

Total Results: 1 | Query: Title *Begins with TLTC*

[New Query](#)

You can only perform actions on items that appear on the same page. To perform actions, click the Preferences icon, and increase the number of items displayed per page.

Title

[TLTC WebLearn Workshops](#)

[Copy to Template](#) [Delete](#)

Assign to term:

6. Select Role(s) required i.e **Student**

TLTC WebLearn Workshops

Enrollment

Roles

Title	Number of Members
<input type="checkbox"/> Section Instructor	4
<input type="checkbox"/> Section Designer	5
<input type="checkbox"/> Teaching Assistant	0
<input checked="" type="checkbox"/> Student	57
<input type="checkbox"/> Auditor	1

[Enroll into Selected Roles](#)

7. Click **Find User to Enroll** button

TLTC WebLearn Workshops

Enrollment

Student



8. Enter staff or student username in the **Specify a user to enroll** field

Enrollment
Enroll users into **TLTC WebLearn Workshops** as a **Student**.

Query by User Information Query by User Enrollment

Specify a user to enroll
User Name:

Find Users

Column:	Condition:	Value:
<input type="text" value="User name"/>	<input type="text" value="Begins with"/>	<input type="text"/>

(Expand this area to see more options.)

9. Click **Enroll** button

10. A confirmation window displays

Enrollment

AISHAH SAID (AIS0109)
was enrolled into **TLTC WebLearn Workshops** as a **Student**.

11. Click **OK** to continue