

The logo for LearnConnect is centered within a large, white, stylized cloud shape. The word "Learn" is in a black, sans-serif font, and "Connect" is in a yellow, cursive font. The background is a teal color with various light blue and white cloud shapes scattered throughout.

*Learn*Connect

HOW TO EDIT MY USER ENROLMENTS

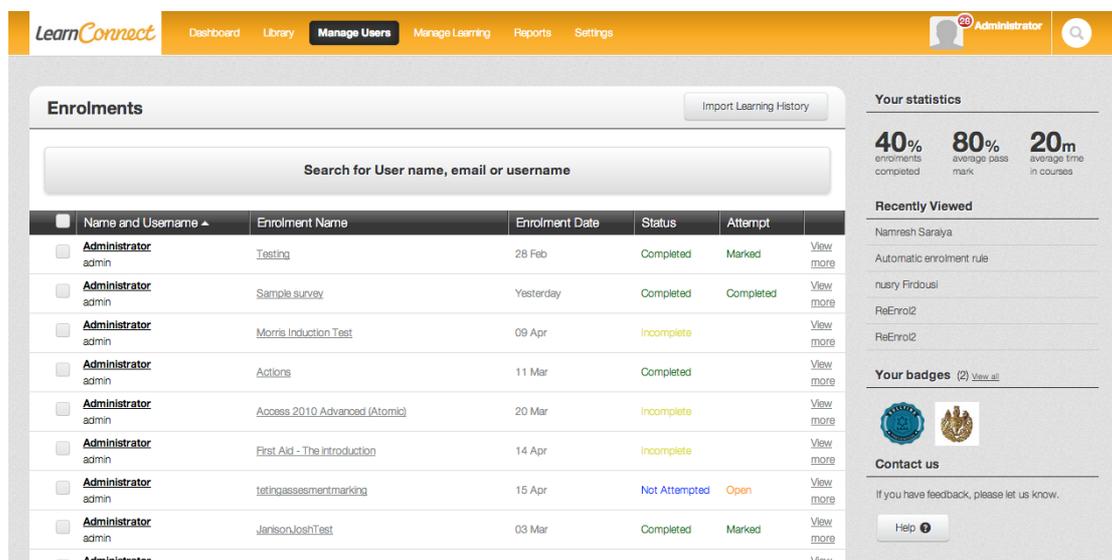
Hello and welcome to LearnConnect Help. I'm going to explain how to edit your users' enrolments.

"Editing Enrolments" is a tool that you can use to change any details of an enrolment - such as the due date, the status, deleting an enrolment and just about anything else you need to do related to an enrolment.

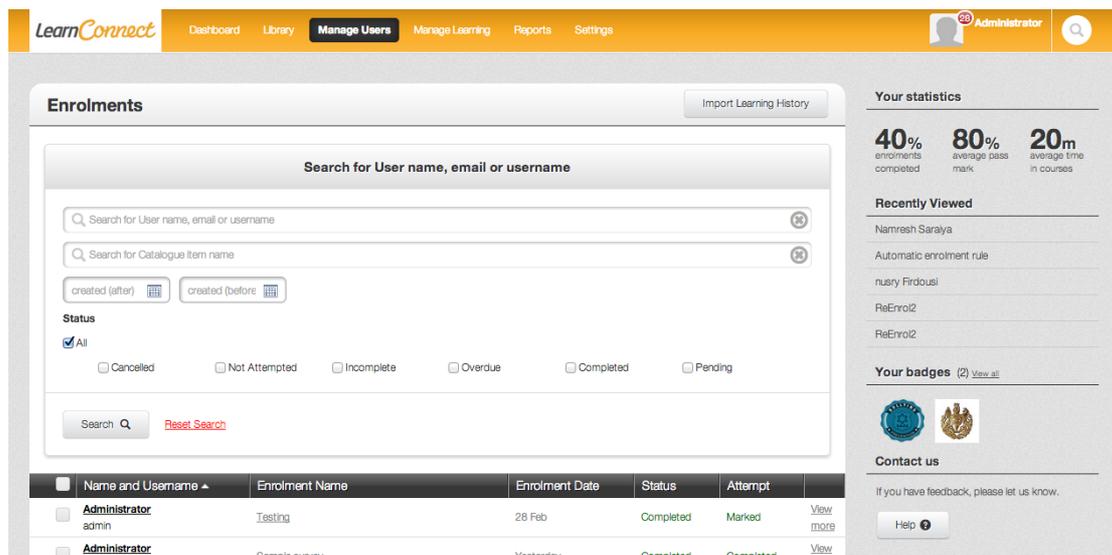
To begin editing your enrolments, select the "Enrolments" tab under "Manage Users" in the top menu.



You'll now be taken to a list of users and their enrolment information.



To search for specific enrolments, select the "Search" button. This will then expand to reveal a set of search fields that you can use to find enrolments.



Now use the search function to define the search criteria. In this example, we'll search for a user in the LMS and bring up all their enrolments.

<input type="checkbox"/>	Administrator admin	Green Office	26 Jul 2013	Not Attempted	View more
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If you wanted to delete this enrolment, you would simply check the box (to the left of the User's name), then scroll down to the bottom of page and select "Delete". If you wanted to delete more than one enrolment, you can select enrolments at once – though the maximum number is 100 enrolments at any one time.

TIP: You cannot delete any enrolments with the status of 'Completed'.

In this example though, let's just edit some of the enrolment details. To do this, locate the enrolment and select the "View More" link.

This will take you to a list of all the details about that enrolment. From here, you can change the enrolment status (e.g., from 'Not Attempted' to 'Completed'). To do this, go to the status field and using the dropdown list change to the correct status. Please note, if the enrolment status is already 'Completed', you can no longer change the enrolment status.

Enrolment Edit Enrolment

In SCORM Course Green Office For Administrator

Status: ● Not Attempted Change ▾

Price: AU \$0.00

Internal Cost: Free

Created: Monday, 12 August 2013

Start date: None

Due date: None

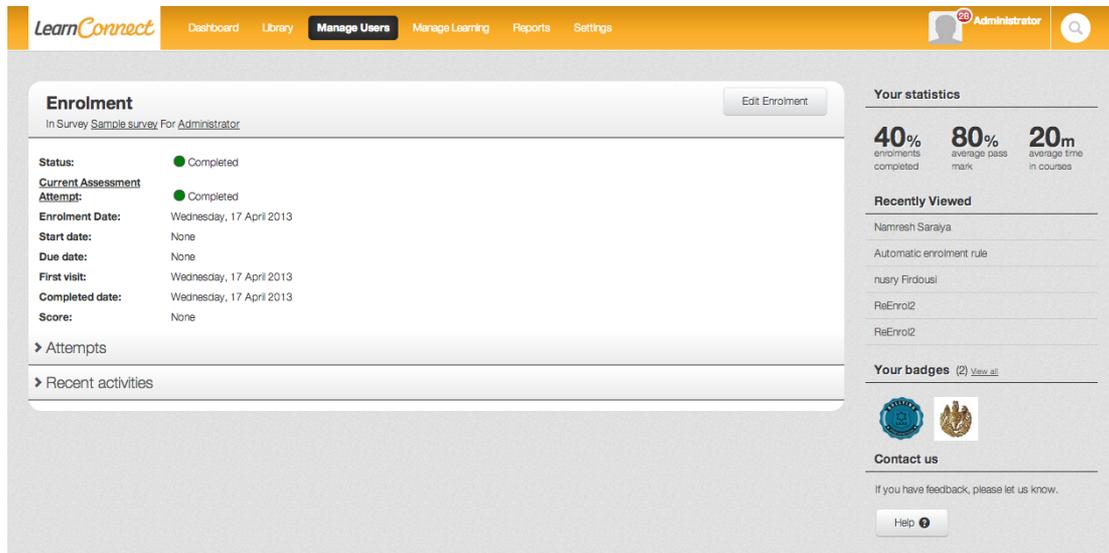
First visit: None

Completed date: None

Expiry Date: None

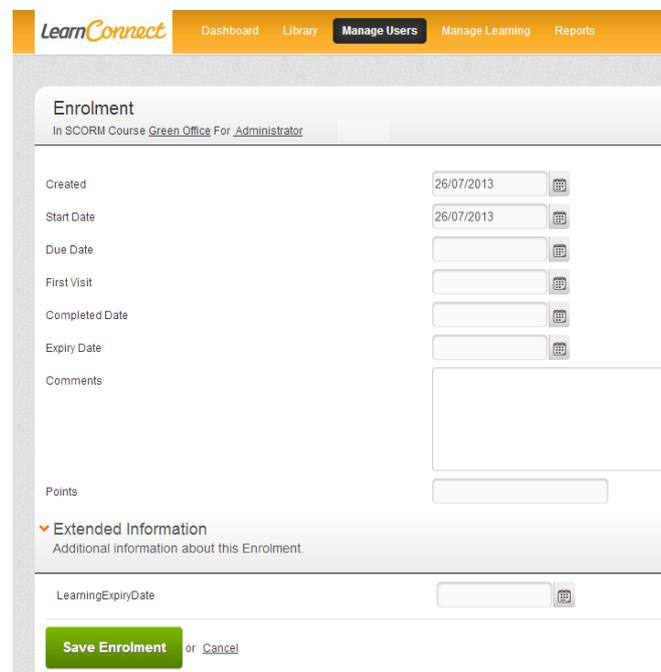
▶ Recent activities

If you wanted to edit other information related to the enrolment's status, use the "Edit Enrolment" button.



The screenshot shows the 'Enrolment' page in the LearnConnect system. The page title is 'Enrolment' and it is for 'Sample survey For Administrator'. The status is 'Completed'. The current assessment attempt is also 'Completed'. The enrolment date is 'Wednesday, 17 April 2013'. Other details include start date (None), due date (None), first visit (Wednesday, 17 April 2013), completed date (Wednesday, 17 April 2013), and score (None). There are expandable sections for 'Attempts' and 'Recent activities'. On the right, there are statistics: 40% enrolments completed, 80% average pass mark, and 20m average time in courses. Below the statistics are 'Recently Viewed' items and 'Your badges' section.

If you'd like to edit the dates of the enrolment, select the "Edit Enrolment" button. You'll now be presented with all the enrolment dates that you can edit. For this demonstration, we'll just change the completion date, but you can use this method to change any detail you like. Please note, to change the completed date, the status of the enrolment will need to be changed to 'Completed' before adding a Completed date.



The screenshot shows the 'Edit Enrolment' form. The page title is 'Enrolment' and it is for 'SCORM Course Green Office For Administrator'. The form contains several date fields: 'Created' (26/07/2013), 'Start Date' (26/07/2013), 'Due Date', 'First Visit', 'Completed Date', and 'Expiry Date'. There is a 'Comments' text area and a 'Points' field. Below these is an 'Extended Information' section with a 'LearningExpiryDate' field. At the bottom, there are 'Save Enrolment' and 'Cancel' buttons.

Once you're happy with your changes, select the "Save Enrolment" button.

And that's how to edit or delete a user's enrolment.