

Batch enrollments

- 1) Press  at top left corner after login, then press [ **Dashboard**]
- 2) Press [**Customise this page**] at top right corner
- 3) Press  at top left corner, then press [ **Add a block**]
- 4) In the pop-up window, press [**Courses Maintenance**] to add this block in Dashboard
- 5) In Courses Maintenance block, press [**Batch enrollments**]
- 6) Add filter(s) (preferably entering a staff member or full-time instructor's Staff Intranet ID / a part-time instructor's teacher number / a student's student number in its **"Username"** field) to search for a specific user, then press [**Add Filter**]
- 7) In the filter result, press the user's name to show his/her enrolled course(s)
- 8) In Search Courses field, enter the course keywords, then press [**Search**]
- 9) Select the **"Enroll"** / **"Not enroll"** radio button of the course(s) from Search Courses list
- 10) Select the **"Active"** / **"Suspended"** radio button of the course(s) from Enrolled Courses list, then press [**Continue**]
- 11) Select the role of the new course(s) from Course to be enrolled list, then press [**Continue**]
- 12) In the update completion page, press [**Continue**]

Note:

- 1) You can only enroll a user to the course(s) that you are with "programme administrator" role.
- 2) In step 6, you can press [Show more...] to show more filter options. The filters can be configured to show data as per the limits including "contains", "doesn't contain", "is equal to", "starts with", "ends with" and "is empty".
- 3) In step 10, you can select "Suspended" to suspend a SCORE-sync user from the course.