

Enrolling Others in a Course

For Learner Registration Admins Only

Enrolling Others in a Course

Learning Administrators can effortlessly enroll members into courses. This guide will walk you through how to enroll someone.

PROCESS

For Learner Registration Admins Only.

1. After you've accessed CUES Learning Portal, navigate to the "Course Admin Dashboard". This will show you all courses available as a Learning Admin. From here you can search for a course.

		CUES				Browse Catalog
Dennis Clark -		Course Adm	nin Dashboard L	Learner Dashboard		
4 ¢ Ø	Last Vis	136 e	167 O	4	B 31	
〔 C Admin Tools						
Dashboards	Q Search					
E My Learning	Name		Last Activity ↓	# of Enrollees	Completion Rate	
मि Bookmarks	CUES Leading Effe	ctive Meetings	02/07/2025	166	In Progress	45%
Q Search	CUES Communicat z6q59	te Effectively	02/06/2025	426	In Progress	44%
≹ NovoE d	Directors Ed Union System 25dec-abit	lucation Course 14 History of the Credit m story	02/06/2025	0	In Progress	0%

2. Find the course you'd like to enroll others in and click on the title to launch the course.

Q Search				
Name	Last Activity↓	# of Enrollees	Completion Rate	
CUES Leading Effective Meetings	02/07/2025	166	In Progress	45%

Enrolling Others in a Course

PROCESS (cont.)

3. At the top right of the course outline page, click on the Admin Wrench Icon, then click on "User Management".



4. You will now be redirected to the User Management page, from here you can enroll members into the course manually, or bulk using a csv file. To do this, click on "Manage Users" at the top right of the page and then click on your preferred method.

三 User Management 🛛 🖉 ⑦								
Learners 166	Course Admins 903	Course Mentors		Q				
Name	Email		Course Role	Manually Add Users Bulk add by Uploading CSV				