



Managing Enrollment and Results

Lesson 1 Enrolling Students

Lesson 2 Viewing and Modifying Enrollment

Lesson 3 Managing Enrollment and User Profiles

Lesson 4 Viewing and Modifying Results



Enrolling Students

The IBM Lotus Learning Management System offers several methods for enrolling students in courses, curricula, and certificates. Courses can be enabled for users to self-enroll or the administrator can complete enrollments manually or use auto-enrollment profiles to enroll groups of users.

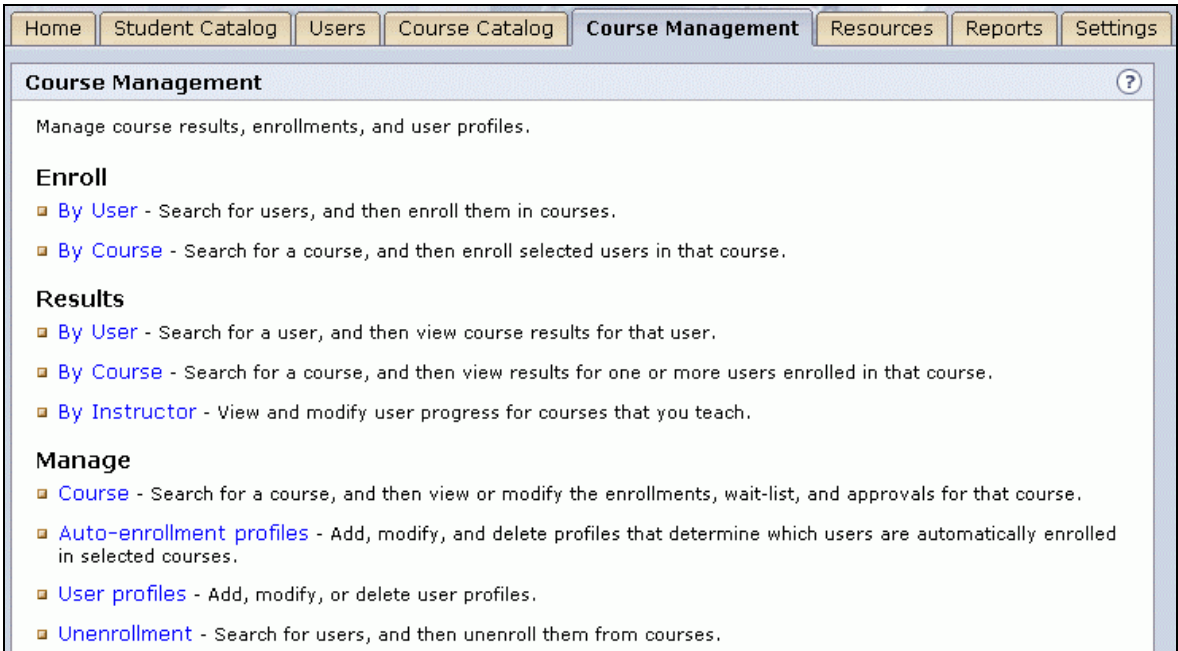
Lesson topics

This lesson presents the following topics:

- Enrolling students in courses
- Enrolling courses to students
- Using auto-enrollment profiles to enroll students in courses
- Using user profiles to recommend courses

Enrolling Students in Courses

The administrator uses the links on the **Course Management** tab to select enrollment options, modify settings, and make changes to existing course enrollment. The figure below shows the **Course Management** tab.



Note: The LMS enrolls users in courses, curricula, and certificates using the same tools and methods. The user interface generally uses the term “course” to include curriculum and certificate.

The administrator uses the links in the **Enroll** section to add user names to the course enrollment. The links in the **Manage** section of this page are used to modify existing course enrollments and to assign courses to user and auto-enrollment profiles.

There are two options for manually enrolling students. The table below summarizes the By User and By Course enrollment methods.

Using This Enrollment Method...	The Administrator First Selects...	Then Selects...
By User	A user or group of users	A course or group of courses
By Course	A course or group of courses	A user or group of users

Enrolling Students in Courses...(continued)



Enroll By User

Follow these instructions to enroll students By User.

1. From the **Course Management** tab, in the **Enroll** section, click the **By User** link.
2. Enter a user search parameter in the **User Search** portion of the form, as shown in the figure below.

The User Search parameters allow you to search for individual students or groups of students using the following group types:

- Department Number
- Organization
- Role
- Profile (auto-enrollment profile)

3. Select one or more student names and click **Continue**.

Tip: To deselect student names, highlight the names in the **Selected Items** box and Click **Remove**.

(continued on next page...)

Enrolling Students in Courses...(continued)

Enroll By User...

4. Enter course search parameters in the top of the form, as shown in the figure below.

Course Search

Cancel

Continue

Keyword

Starts After

3

15

2003

(MM DD YYYY)

Ends Before

4

11

2003

(MM DD YYYY)

Course Number

Course Title

City

State/Province

Country

Course Type:

Course

Search

Search Results - 5 returned

1-5

Title	Start Date	City	Country	Enrolled	Maximum Enrollments
<input type="checkbox"/> Expense Reporting	4/1/03	Tucson	US	19	10
<input type="checkbox"/> New Hire Orientation	3/30/03	New York City	US	5	0
<input type="checkbox"/> Project Management	4/10/03			4	10
<input type="checkbox"/> Quality Engineering	4/11/03	Tucson	US		10
<input type="checkbox"/> Research Methods	4/11/03	Beaver Run	US	5	0

1-5

Add Selected ▶

Add All ▶▶

Selected items

No items selected

Remove

The Course Search parameters allow you to search using the following criteria:

- Keyword
 - Offering dates
 - Title or number
 - Offering location
 - Type – course, curriculum, or certificate
5. Select one or more courses and click **Continue**.
 6. Click **OK** in the enrollment confirmation window.

Enrolling Students in Courses...*(continued)*

Enroll By User...

If there is a conflict in the enrollment, an error message will display. Errors that can occur are:

- The user is already enrolled in the course.
- The course offering has reached its enrollment maximum. You can:
 - Add to Wait List.
 - Override enrollment cap.



Viewing and Modifying Enrollment

The administrator can view enrollment for courses, curricula, and certificates and make changes including enrolling and unenrolling students, and overriding course enrollment settings.

Lesson topics

This lesson presents the following topics:

- Viewing course enrollment
- Viewing and modifying the Wait List
- Viewing and modifying the No Show List
- Viewing and modifying the Approval List
- Unenrolling students from courses

Viewing and Modifying Course Enrollment

The administrator can view the course enrollment data and make changes to the enrollment including, enrolling and unenrolling students; adding, removing, and promoting users on the enrollment Wait List; manually indicating if a student has failed to attend the course.



View and modify Course Roster

Follow these instructions to view and modify the Course Roster.

1. From the **Course Management** tab, in the **Manage** section, click **Course**.
2. Search and select a course, curriculum, or certificate.

Result: The Course Roster displays, as shown in the example in the following figure.

Student Name	
<input type="checkbox"/>	Gloria Moon
<input type="checkbox"/>	Julie Farnum
<input type="checkbox"/>	Ruby Alonzo
<input type="checkbox"/>	Samuel Abroz
<input type="checkbox"/>	Shauna Albert

3. Select one or more user names and click **Unenroll** to remove them from the Course Roster.
4. Select one or more user names and click **Wait List** to remove them from the Course Roster and place their names on the Wait List.
5. Click **Enroll More Users** to search and select and add additional users to the Course Roster.

Viewing and Modifying Course Enrollment...(continued)



View and modify the course Wait List

Follow this instruction to view and modify the course Wait List.

- ❖ From the Course Roster, click the **Wait List** tab. From this tab, administrators:
 - Select one or more student names and click **Enroll** to add the student to the **Course Roster**.
 - Select one or more student names and click **Remove** to remove the student from the Wait List. This option does not add the student to the Course Roster.
 - Select a user and click the up and down arrows in the table row to promote or demote the user's ranking. If a Course Roster spot is made available, the LMS promotes the first person on the Wait List to enrolled status.
 - Click **Add Users to the Wait List** to search and select and add additional users to the Wait List.



View and modify the course No Shows List

Follow these instructions to view and modify the course No Shows List.

1. From the **Course Roster**, click **No Shows**.
2. Select one or more student names.
3. Click the **No-show** button.



View and modify enrollment approvals

Follow this instruction to view and modify enrollment approvals.

- ❖ From the **Course Roster**, click the **Approvals** tab to:
 - Select one or more users and click **Approve** to enroll them in the course.
 - Select one or more users and click **Deny** to remove their names from the enrollment list.

Unenrolling Students From Courses

There are two methods used to unenroll a student from a course:

- Display the Course Roster and select users to unenroll.
- Display all the courses in which a student is enrolled and select courses for unenrollment.

Note: All progress data for the user is maintained in LMS after unenrollment.



Unenroll a student from one or more courses

Follow these instructions to unenroll a student from one or more courses.

1. From the **Course Management** tab, click the **Unenrollment** link.
2. Search and select a user and click **Continue**.
3. Select one or more courses and click **Unenroll**.
4. Click **OK** in the confirmation window.

Result: An e-mail notification is sent to the student.



Managing Enrollment and User Profiles

The IBM Lotus Learning Management System uses two types of profiles. The auto-enrollment profile is used to identify groups of users who will be automatically enrolled in specified courses. The user profile is assigned to relevant courses

Lesson topics

This lesson presents the following topics:

- Auto-enrollment profiles
- Assigning a course to an enrollment profile
- Assigning a course to a user profile
- Modifying a user profile

Auto-Enrollment Profiles

Auto-enrollment profiles are used to create groups of users who have common training goals. These enrollment profiles are used to enroll groups of students automatically in specified courses.

Auto-enrollment profiles are created and managed in the Users module. Profiles are created and users are associated with one or more auto-enrollment profiles. When a new user is added to the LMS roster, the administrator manually assigns one or more auto-enrollment profiles. When these profiles are associated with a course offering, the user is automatically enrolled in the course.



Assign a course to an auto-enrollment profile

Follow these instructions to assign a course to an auto-enrollment profile.

1. From the **Course Management** tab, click the **Auto-enrollment Profiles** link.

Result: The Manage Profiles window displays, as shown in the following figure.

Profile Name	Description
<input type="radio"/> Customer Service	Ascertain and meet customer needs and requests. Ability to suggest alternatives if customer request cannot be met.
<input type="radio"/> Customer Transactions	Cash registers, processing credit card purchases.
<input type="radio"/> Inventory Search	Use physical and online systems to locate specific products and product groups.
<input type="radio"/> Order management	Order management, inventory assessment, JIT supply.

2. Use the drop-down list to select a profile category.
3. Select a profile and click **Continue**.
4. Click **Add**.
5. Search and select courses in which you wish to automatically enroll all users and click **OK**.

Auto-Enrollment Profiles...*(continued)***Assign a course to an auto-enrollment profile...**

Result: The courses assigned to the profile display .

Display courses
?

Course Management ► Manage Profiles ► Display courses

Courses assigned to this profile
Cancel Done

Choose the courses assigned to this profile

Delete Add

Course Name	Description
<input type="checkbox"/> Point of Purchase Displays	Product display, promotion, and merchandising at cash registers
<input type="checkbox"/> Searching Inventory	Use the Inventory Search application to search, order, and track current inventory

6. Click **Add** to assign additional courses.
7. Select a course and click **Delete** to remove the profile from the LMM.
8. Click **Done** to finish.

User Profiles

User profiles are descriptions of general training topic areas. They are used to display recommended courses in a student's Home module.

User profiles are created in the Users module in the LMM. User profiles are selected by users to describe their own training goals and interests. Administrators can also associate users with user profiles. Administrators associate the user profile with specific courses using the tools in the Course Management module.



Assign a course to a user profile

Follow these instructions to assign a course to a user profile.

1. From the **Course Management** tab, click the **User Profiles** link.

Result: The **Manage Profiles** window displays, as shown in the following figure.

Profile Name	Description
<input type="radio"/> Fee-based courses	Cost centers are charged for student attendance
<input type="radio"/> No fee courses	Cost centers are not charged for student attendance.

2. Use the drop-down list to select a profile category.
3. Select a profile and click **Continue**.
4. Click **Add**.
5. Search and select courses that provide relevant training or instruction and click **OK**.

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User Profiles...*(continued)***Assign a course to a user profile...**

Result: The courses assigned to the profile display as shown in the example in the figure below.

Display courses
?

Course Management ► Manage Profiles ► Display courses

Courses assigned to this profile
Cancel Done

Choose the courses assigned to this profile

Delete Add

Course Name	Description
<input type="checkbox"/> Basic Presentation Skills	This course will provide the student with the ability to make a basic presentation
<input type="checkbox"/> Intermediate Presentation Skills	This course builds on the skills taught in the Basic Presentation Skills course by introducing concepts such as -demonstrating IT solutions -questioning techniques -taking and answering open questions
<input type="checkbox"/> Managing Change	Managing Change Leadership Course.

Cancel Done

6. Click **Add** to assign additional courses.
7. Select a course and click **Delete** to remove the course from the user profile.
8. Click **Done** to finish.



Viewing and Modifying Results

Results are progress data that are stored in the LMM. Administrators and others, including instructors, can view and modify progress data.

Lesson topics

This lesson presents the following topics:

- Viewing and modifying a student's results
- Viewing and modifying course results
- Viewing and modifying an instructor's results

Viewing and Modifying a Student's Results

Student progress results are stored in the LMM. Some progress is tracked automatically and stored in the LMM, for example, from self-paced, online courses. Other progress data must be manually entered or modified, this is true of instructor-led, classroom-based courses. Curriculum and certificate progress is also available.

Progress results include:

- Start date
- Time spent in the course
- Maximum score
- Minimum score
- Score
- Pass/failed status



View a student's results

Follow these instructions to view a student's results.

1. From the **Course Management** tab, click the **Results By User** link.
2. Search and select one or more users and click **Continue**.

Result: The student's results display a summary table of all courses in which the student is enrolled. An example is shown in the figure below.

Results - Samuel Abroz										Cancel
Edit										
	Course Name	Status	Attempt	Completion Amount	Score	Pass/Fail	Start Date	Time Spent	Online/Offline	
<input type="radio"/>	New Hire Orientation		0	1	1	Passed	3/3/03 12:00 PM		Online	
<input type="radio"/>	Security in the workplace		0	1		Passed	2/2/03 12:00 PM		Online	
<input type="radio"/>	Project Management								Online	
<input type="radio"/>	Research Methods								Online	
Edit										

(continued on next page...)

Viewing and Modifying a Student's Results...*(continued)***View a student's results...**

3. Select a course title and click **Edit**.

Result: The **Edit Results** screen displays, as shown in the figure below.

Edit this form to enter or modify values for:

- Min Score
- Max Score
- Raw Score
- Start Date
- Time Spent
- Completion Amount
- Satisfied – select Passed, Failed, or no value

4. Click **Save**.

Viewing and Modifying Course Results

Administrators and instructors can modify the progress results for one or more students who are enrolled in the course offering.



View results for a course

Follow these instructions to view results for a course.

1. From the **Course Management** tab, click **Results By Course** link.
2. Search and select a course and click **Continue**.

Result: The results for all enrolled students display in a summary. An example is shown in the figure below.

Results by Course

[Course Management](#) ▶ [Search](#) ▶ [View Results](#)

Results - Security in the workplace

Edit

	Student Name	Status	Attempt	Completion Amount	Score	Pass/Fail	Start Date	Time Spent	Online/Offline
<input type="radio"/>	William Feather		0	1	0	Passed	3/1/03 12:00 PM		Online
<input type="radio"/>	Gloria Moon								Online
<input type="radio"/>	Julie Farnum		0			Passed			Online
<input type="radio"/>	Natalie White		0	1	1	Passed	3/11/03 12:00 PM		Online
<input type="radio"/>	Ruby Alonzo								Online
<input type="radio"/>	Samuel Abroz		0	1		Passed	2/2/03 12:00 PM		Online
<input type="radio"/>	Shauna Albert								Online
<input type="radio"/>	Jared Reineck								Online

Edit

Cancel

3. Select a student name and click **Edit**.
4. Enter or modify progress data and click **Save**.
5. Click **Course Management** to display the **Course Management** tab.

Viewing and Modifying an Instructor's Own Results

As an instructor, you can view student progress results for all courses that you teach. The data is the same as data viewed in the **By Course** and **By User** links.



View results for all courses you teach

Follow these instructions to view results for all courses you teach.

1. From the **Course Management** tab, click **Results By Instructor** link.

Result: The results for courses that you teach are displayed. An example is shown in the figure below.

The screenshot shows a web interface titled "Results by Instructor" with a help icon in the top right. Below the title bar, there are links for "Course Management" and "Course List". The main content area displays "Instructor - Gloria Moon" with "Cancel" and "Continue" buttons. Below this is a table with a header "Course Name" and five rows of course names, each preceded by a radio button.

	Course Name
<input type="radio"/>	New Hire Orientation(NH 101)
<input type="radio"/>	Project Management(ENG 300)
<input type="radio"/>	Expense Reporting (HR 325)
<input type="radio"/>	New Hire Orientation(NH 101)
<input type="radio"/>	Security in the workplace(HR 122)

2. Select a course name and click **Continue**.
3. Select a student name and click **Edit**.
4. Enter or modify progress data and click **Save**.
5. Click **Course Management** to display the **Course Management** tab.

