Inspira LMS supports 2 methods of enrollment:

- **Self Enrollment**: individual learners can self-enroll and self-register (through the catalogue)
- **Manual enrollment**: Learning Administrators can enroll and register individual learners and groups of learners.

Use this SOP to:
1. Manually enroll learners.

*Administrators can enroll individual learners in activities regardless of enrollment cutoff dates as long as the activity is not in “Pending” or “Inactive” status, and as long as the administrator is in one of the learner groups specified in the activity. If a learner is manually enrolled by administrator he/she will not be able to drop himself/herself but instead have to be dropped by administrator. Using individual enrollment for more than 50 or 60 learners can be cumbersome, if you would like to enroll large groups please see the Mass Enrollment SoP.

STEP I: Log into Inspira homepage

STEP II: Find the class/activity

STEP III: Enroll a learner
STEP I: Log into Inspira homepage

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Learner Tasks”
4. Click on “Enroll Learners”
INSPIRA LMS SOP: HOW TO ENROLL LEARNERS (LEARNING ADMINISTRATOR)

STEP II: Find the class/activity

1. Enter the “Course Code” (item code) you would like to enroll learner(s) in (in our example we enter “LMS-1090”).
2. Click on “Search”

3. All activities associated with the course code (LMS-1090 in our example) will come up. Click on “Start Date” if you want to sort the results by “Start Date”.

4. Now the activities are displayed in chronological order. Click on “Start Date” again to reverse the chronological order.

5. Click on “Enroll” next to the activity you are looking for (in our example “LMS-1090-215”)

*Note: As mentioned in “How to clone an activity” SOP, any newly created activity will take up to 6 hours to appear in the system. So if you have just created an activity, you may not find it on the “Enroll Learners” activity list immediately.*
STEP III: Enroll a learner

1. Click on the \( \text{next to “Learner” field} \)

2. If the learner has an internal Inspira account, please search by “Learner ID” to make sure you select the accurate and most up-to-date user account. If the user only has an external account, please search by “First Name” or “Last Name” (In our example, we search by “Learning ID”).

3. Enter the index number of the internal learner (in our example we enter “10020496”).

4. Click on “Look Up”

5. The internal learner you are looking for should appear in the results. Click on the “Learner ID” of the user you want to enroll in this activity (in our example we click on “10020496”)
6. The internal learner you want to enroll should appear in the “Learner” field. Click on “Search”.

7. The learner should now appear in the “Select learners” table. Check the name of the learner in “Select” checkbox.
8. Once the user’s checkbox is ticked, the user will appear in “Current Learners to Enroll” table. If you would like to enroll more learners, click on “Search for More Learners”.

9. Click on the magnifying glass next to “Learner” field and repeat steps 1-7 above.
10. Once the user’s checkbox is ticked, the user would appear in “Current Learners to Enroll” table together with the previous learner you selected. Click on “Continue Enrollment”.

11. Under the “Fees Information” table, change all values to zero. If the values are already zero, please do not change this area.

*Note: For activity that involves a drop charge, please avoid enrolling the learner manually but instead encourage the learner to self-enroll. If you enroll the learner manually you have to change “Drop Charge” in this section to zero in order to proceed. Also when you manually enroll the learner he/she will not be able to drop the course by himself/herself. Therefore you will need to manually drop the learner from the activity and he/she will not be charged the drop fee.

12. Click on “Submit Enrollment”
13. Once you submit the enrollment, a confirmation screen should be available. Check if there is a table named “Enrollment Successful” and if the internal learners’ status reads “Enrolled”. If yes you have successfully completed the task.

14. If a table named “Enrollment Unsuccessful” appears it means that the learner shown in this table has not been enrolled successfully. To check the reason, click on “Alerts”.
15. On the “Alert Details” page you can see the reason in the text marked in red above. Click on “Return to Previous Page”.

You have successfully enrolled a learner!