How to Enroll Users Manually

GlobalLearn version 2.5

APPLICABLE TO:

- ● Company Admin
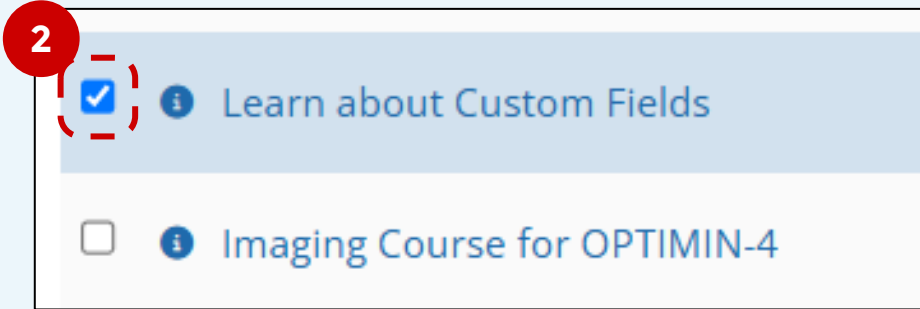- ● Manager
- ○ Instructor
- ○ Learner

- ● GlobalLearn

Site Training Courses may not appear in the available courses for a specific Study, usually because they have been created within another Study.
This Job Aids explains how to make a course available in any Study of your choice.

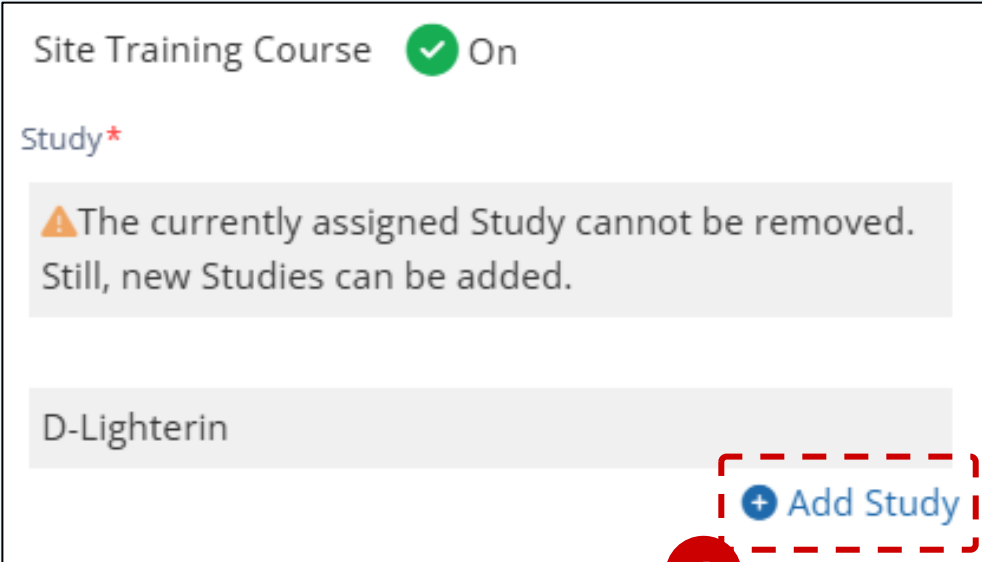**1** Log in to Global Learn and navigate to the **Course Management page.**

🎓 My Trainings

🎓 Course Management

2 Select a Site Training Course via the checkbox.

☑ ⓘ Learn about Custom Fields

☐ ⓘ Imaging Course for OPTIMIN-4

3 From the menu at the top, select the **Edit** option.

⊕ Add Course   ✏ Edit   🗑 Delete

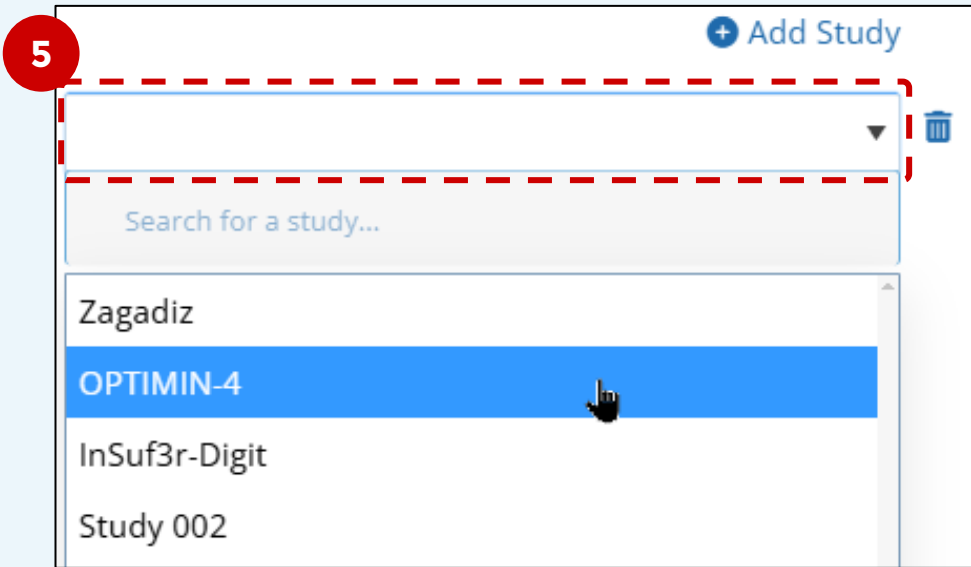**4** In the Site Training Course area, click on the **Add Study** button.

⚠ If there is no Site Training Course area, then the selected course is a Catalog course and not eligible for use in a Study.

Site Training Course ✅ On

Study*

⚠The currently assigned Study cannot be removed. Still, new Studies can be added.

D-Lighterin

⊕ Add Study

TRANSPERFECT
LIFE SCIENCES

TRIAL INTERACTIVE

5 Click on the drop-down box to display available studies. You can also type to search.
Select a study.

⊕ Add Study

Search for a study...

Zagadiz

OPTIMIN-4

InSuf3r-Digit

Study 002

6 Click **Save** to finish. Check the 'Study' column in the Course Management list to verify that the course has been added correctly.

Save   Cancel

The same process can be applied to Learning Plans via the Manage Learning Plans page.
Note some users may not have access to that page.