

Users with permission for enrollment access are able to enroll any user in an instructor-led training session by completing the steps below:










1. From the Welcome page, mouse over the **ILT** tab and select **Manage Events & Session**. This opens the Manage Events & Sessions page.
2. In the **Event Name** field, type the event name or keyword, and click **Search**. A list of events related to the search is displayed.

The screenshot shows the UTLearn interface. At the top, there is a navigation menu with tabs: Home, Learning, Reports, ILT, Admin, and UTLearn Help & Hints. The **ILT** tab is active, and a dropdown menu is open, showing options: **Manage Events & Sessions** (highlighted with a blue box and a '1' in a blue circle) and **View Your Sessions**. Below the navigation menu, there is a yellow banner with the text: "On Friday, April 01, 2016 from 5:00 PM" and "1" in a blue circle. The main content area has a header "Welcome to UTLearn, Katar" and a section titled "UTLearn Announcement" with the text: "Welcome to UTLearn, UT Austin's new employee training management system. UTLearn is be training you are looking for is not here, it may be in TXClass or the Compliance Training System migrated to UTLearn, please visit the Legacy Course Catalog available on the UTLearn Help & Hints". Below the announcement, there is a section titled "Manage Events & Sessions" with the text: "Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events," and a button labeled "Interest Tracking". The "Search All Events" section has two radio buttons: "Search for all Events" (selected) and "Search for all Sessions". There is a text input field containing "utlearn training management" (highlighted with a blue box and a '2' in a blue circle), a "Subject" dropdown menu, and a "Vendor" dropdown menu. Below this, there is a section titled "or search for sessions directly by using locator number" with a "Locator Number" input field and a checked checkbox labeled "View Active Events Only". At the bottom right, there is a "Search" button (highlighted with a blue box) and an empty input field (highlighted with a blue box).

- 3. In the **Events** sections under the **Options** column, click the view session icon to access session details.

Events									
(45 Results) 1 2 3 > >>									
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options	
UTLearn Training Management	Human Resources Applications & Software Administrative Support Employee Development	UT Austin	English (US)	0	5	17	None		3

- 4. In the **Sessions** section under the **Options** column for the specific session, click the roster icon to access and maintain the session roster.

Sessions									
(5 Results)									
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Friday	4/29/2016 9:00 AM CST	4/29/2016 12:00 PM CST		1326	UT MAIN CAMPUS	3 of 12		Approved	  
Monday	4/25/2016 1:30 PM CST	4/25/2016 4:30 PM CST		1325	UT MAIN CAMPUS	2 of 12		Approved	  
Friday	4/22/2016 1:30 PM CST	4/22/2016 4:30 PM CST		1323	UT MAIN CAMPUS	1 of 12		Approved	  

5. From the Roster page, you can click:
- **Print Sign-In Sheet**, to print a sign-in sheet for the session.
 - **Add Users**, to add users to the session
 - **Withdraw/Move Users**, to withdraw users from a session or move them to a different session.

UTLearn Training Management Roster

Session Roster

Roster

Inventory Unassigned (0) Pending Payment (0)

Session Status: Approved
Session Start Date: 4/29/2016 9:00:00 AM
Session End Date: 4/29/2016 12:00:00 PM
Seats Available: 9/12

SCHEDULE

USERS

5

[Print Sign-In Sheet](#) [Add Users](#) [Withdraw / Move Users](#) Show Withdrawn/Removed Users (3 Results)

Name ▲	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
User, Debra	du123	University of Texas at Austin (Division)	DEBRA.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	
User, Jefferson	ju123	University of Texas at Austin (Division)	J.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	
User, Betty	bu123	University of Texas at Austin (Division)	BETTY.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	

Enroll learners in a session from the Roster page by completing the steps below:

1. Click **Add Users**. This opens the Select User page in a separate window.
2. From the Select User window, use the **Search** fields to locate learners.
3. Click the plus icon next to learners you wish to enroll in the session.
4. Click **Done**.

1

Print Sign-In Sheet **Add Users** Withdraw / Move Users

Name ▲ User ID Organizational Unit(s)

2

Search

Last Name: ID: Manager's Last Name:

First Name: User Name:

Selected User

REMOVE	NAME	ID
	1, Tester	tester1

(1000 Results) 1 2 3 4 5 > >>

Search Results

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
N/A	1, Tester	University of Texas at Austin (Division)	tester1	tester1	
	2, Tester	University of Texas at Austin (Division)	tester2	tester2	
	3, Tester	University of Texas at Austin (Division)	tester3	tester3	
	4, Tester	University of Texas at Austin (Division)	tester4	tester4	

3

Close **Done** 4

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Add Pending Users to Roster Send emails

Name	User ID	Locator	Organizational Unit(s)	Status
3, Tester	tester3	1326	University of Texas at Austin (Division)	Pending

5

[Print Sign-In Sheet](#) [Add Users](#) [Withdraw / Move Users](#) Show Withdrawn/Removed Users (4 Results)

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Name ▲	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
3, Tester	tester4	University of Texas at Austin (Division)	tms_notifications@utlists.utexas.edu	0 of 1 Parts Attended			Registered	

- Selected learners will appear with a pending status.
- Click **Add Pending Users to Roster** to enroll the learner in the session.

Note: If the **Send emails** check box is checked, learners will be notified that they have been registered. If a notification should not be sent, uncheck this field.
- The added learner's name will appear at the bottom row with a registered status.