

Enrolling Students in a Rapid Learning™ Course or Curriculum

When Limited Enrollment Courses or Curriculums are created in Rapid Learning™, students must be enrolled by the Course/Curriculum Author, the Learning Manager or the Learning Administrator. This document provides the process steps for enrolling students in a course or curriculum.

Access Rapid Learning™

1. Log into your Brainshark site.
2. If your Administrator has set Rapid Learning™ as the default application, you will see the **My Current Enrollments** page when you log in.
3. If Rapid Learning™ is not the default application, select **My Applications > Learning** from the main blue navigation bar.

Enroll Students and Groups

Students can be enrolled in a course or curriculum individually or by any groups that your Company Administrator has added them to.

Enroll Students Individually

1. From the main blue navigation bar, select the **Authoring** tab.
2. Choose **My Courses/My Curriculums**.
3. Select the **Course/Curriculum Title** to open a menu of tasks.
4. Select **Enroll Students**.
5. Click **Enroll Student** in the *Enrolled Students* section to enroll a new student.
6. In the *Add Enrollees to this Course(s)/Curriculum(s)* window:
 - a. Click **FIND** to locate the user you would like to enroll. Select the last name from the list or use the search fields at the top of the *Find a User* window to narrow down the list of names. Repeat this process to add more students.
 - b. Check **Send Invitation email** to automatically send the selected user the included email confirming registration. You can use the default email message or customize it.
NOTE: Be sure you don't alter the text within chevrons (<< >>) as it will be populated automatically by Brainshark.
 - c. Specify an optional [tracking code](#).
 - d. Click **Submit** to enroll the student and send the registration confirmation email, if selected.

Enroll a Group of Students

1. Select the **Authoring** tab from the main blue navigation bar.
2. Choose **My Courses/My curriculums**.
3. Click the **Course/Curriculum Title** to open a menu of tasks.
4. Select **Enroll Students**.
5. Click the **Enroll Group** link on the right of the page.
6. In the *Add Enrollees to this Course(s)/Curriculum(s)* window:
 - a. Choose the **Group Name** from the pull-down menu.
 - b. Indicate how you would like to handle enrollments:
 - i. **Enroll Current Group Members** - only current members of the group will be enrolled. New group members will not be enrolled.
 - ii. **Current and Future Group Members** - future members of the group will be enrolled automatically.
 - c. Check **Send Invitation email** to automatically send the members of the selected group an email confirming their registration. You can use the default email message or customize it.

NOTE: Be sure you don't alter the text within chevrons (<< >>) as it will be populated automatically by Brainshark.
 - d. Specify an optional [tracking code](#).
 - e. Click **Submit** to enroll the student and send the registration confirmation email, if selected.

Manage Enrollments

At some point you may need to send students a reminder to complete enrollment(s), manually set enrollments to complete, or remove enrollments. The following section provides the process steps for managing enrollments.

1. Select the **Authoring** tab from the main blue navigation bar.
2. Choose **My Courses/My Curriculums**.
3. Click the **Course/Curriculum Title** to open a menu of tasks.
4. Select **Enroll Students**.
5. In the **Enrolled Students/Enrolled Groups** section:
6. Select the checkbox next to an existing enrollment and:
 - i. **Send Reminder** – send a reminder to the selected student or group. If you want to send a reminder to all students enrolled in a course or curriculum based on their completion

status, or for more detailed information on reminders please refer to the *Sending and Managing Reminders in Rapid Learning™* [process document](#).

- ii. **Set to Complete** – set the selected student or group to complete. This will override any Completion Criteria you have defined for the course.
- iii. **Remove Student(s)/Group(s)** – remove the enrollment of the selected student or group.

Next Steps

Send a Reminder Email to all Students

Once you have enrolled students in a course or curriculum, you can help keep them on track by sending reminders. Detailed information and instructions for sending reminders can be found in the *Sending and Managing Reminders in Rapid Learning™* [process document](#).

Report on Views

Once you have distributed a course or curriculum, you will likely want to report on viewing activity. Detailed Reporting information and instructions for running reports can be found in the *Rapid Learning™ Administrator Reporting* [process document](#).