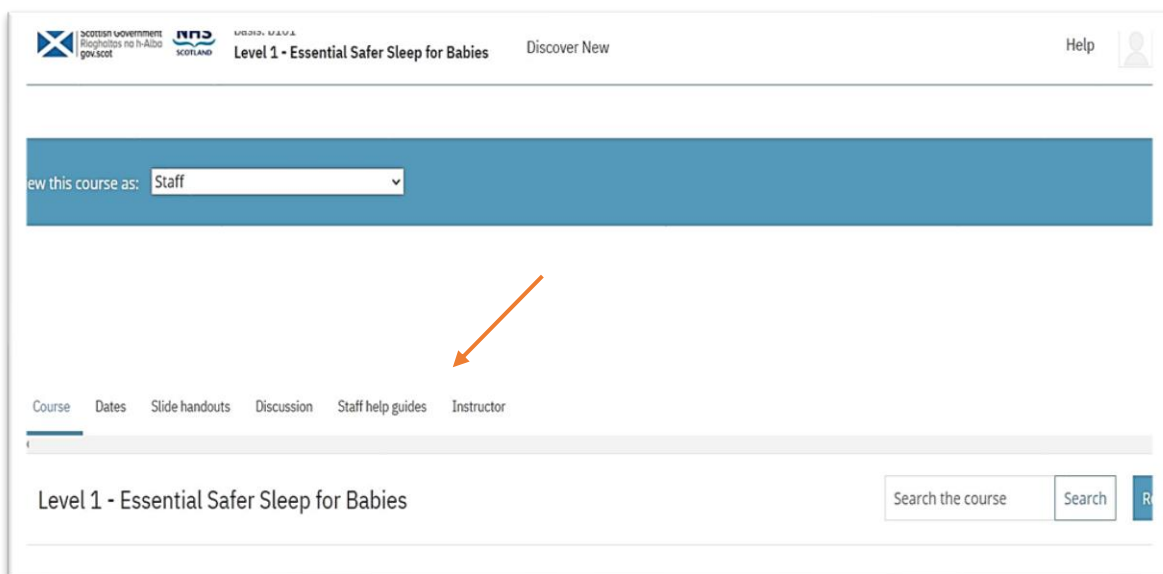


Enrolling and Managing participants on a Level 1 - Essential Safer Sleep for Babies course

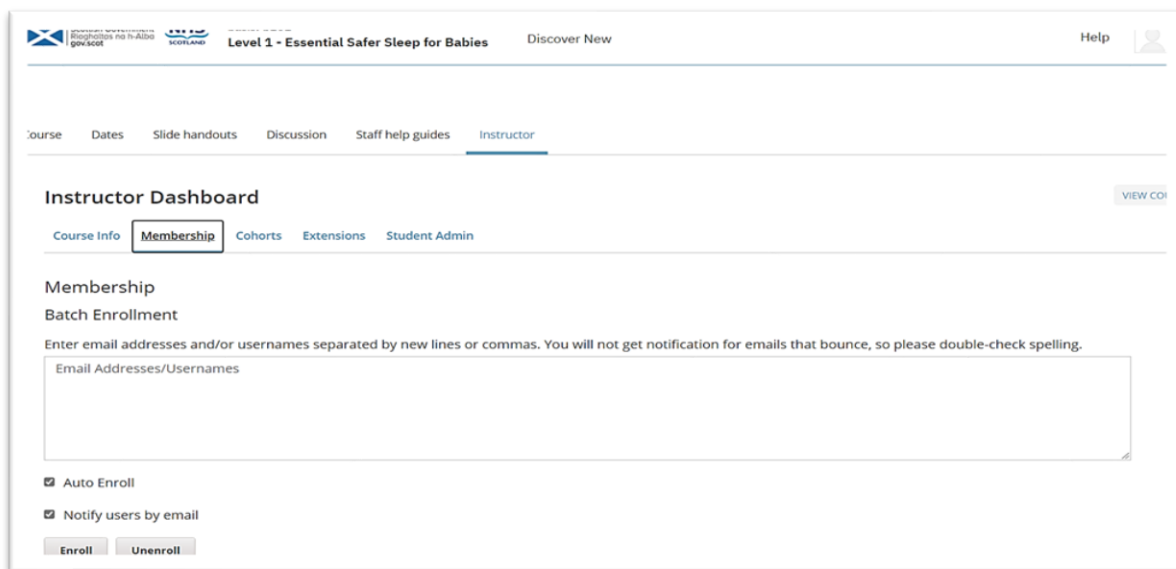
Welcome to the guide on how to enrol and manage participants on a Level 1 - Essential Safer Sleep for Babies course. You as the local manager (administrator) have been issued an account for the course in order to manage accessing it for your organisation/department.

To enrol users on the course:

1. Enter the course you are enrolling people on, and click the **Instructor** tab



2. You will see the following on your screen and in the **Instructor** dashboard click the **Membership** tab:



3. Enter the email addresses of the people to enrol on to the course. **Be sure to either use a comma to separate the email addresses or have each on a separate line.**

In either format: email1@example.com, email2@example.com **OR**

email1@example.com

email2@example.com

4. People will now receive an email inviting them to complete a registration to start the course.

To unenrol users on the course:

If you wish to unenrol a person from a course please follow the above instructions but click the **unenrol button**.

To manage participants on a course:

As the local manager/administrator you are able to monitor certain aspects of the students' performance. We recommend using the following useful tools:

As per above instructions go in your **Instructor** tab, under **Student Admin** you are able to check:

View a specific learner's enrolment status: this is useful to show if a person who has been invited to the course has taken up the enrolment. To check it just enter the person's email address as enrolled. *Enrolled* means they have taken up the course and are fully enrolled. *Pending* means they have been invited but have not enrolled yet and may need following up. *Never enrolled:* they have not been asked to join the course yet.

View a specific learner's grades and progress: this will show the progress page per each participant. Simply enter the email address and the progress page will appear. It's useful for checking up on a person who may be having issues.

If you experiencing any issues or have any questions please contact our Training team: training@lullabyturst.org.uk