

Batch Registration in TRAIN Florida

Batch Registration allows a LMS Administrator to register learners into a course manually, regardless of the course format or the expired status of the course.

Past and/or expired courses can be entered into TRAIN Florida, then using the Batch Registration function, the LMS Administrator can register learners into the course. This allows for more accurate training data which is helpful for LMS Administrators when it comes to reporting and tracking.

Batch Register Learners into a Course or Session

Step 1: Log in to [TRAIN Florida](#)

Step 2: On the TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

Step 3: On the left navigation bar click on **Courses** then **Course List** (Fig 1)

Note: You may also search for a course via the Keyword or Course ID search bar (Fig 2)

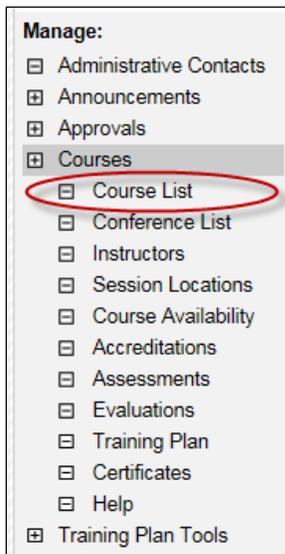


Figure 1



Figure 2

Step 4: Click on the course name you wish to batch register learners into. When the **Course Details** page appears, click on the **Registration** tab (Fig 3)

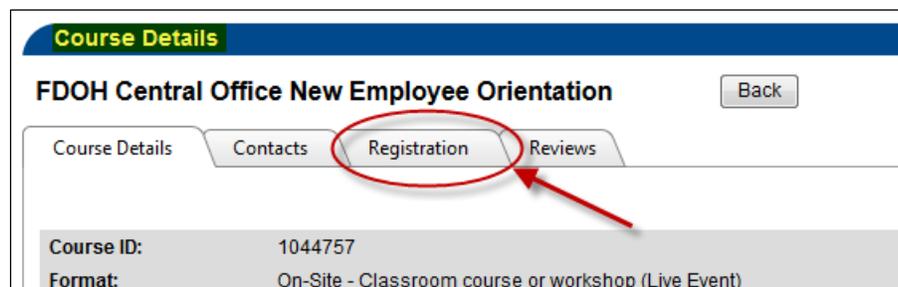
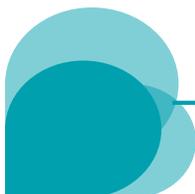


Figure 3



Step 5: If you have been assigned **Batch Registration Manger** permissions, you will see the **Batch Registration** button located under the **Launch** button (Fig 4). Click the **Batch Registration** button for the session you wish to register learners in.

Note: For Online courses, there will be just one Batch Registration button. For Live Event courses with sessions, there will be a Batch Registration button for each session (Fig 4)

Course Details
FDOH Information Security and Privacy Awareness [Back]

Course Details | Contacts | Registration | Reviews

Select Credit Type: --Select--

Batch Registration for an Online Course

To launch this course, please click on the 'Launch' button. Note that this course will be added to 'My Learning' after you click the button. [Launch]

To register other people for this course please click on the 'Batch Registration' button. You will be able to register several people at a time and create new user accounts if they don't exist. [Batch Registration]

Course Details
FDOH Central Office New Employee Orientation [Back]

Course Details | Contacts | Registration | Reviews

Select Credit Type: --Select--

Batch Registration for an Expired and/or Live Session

Tip: To sort by any column, click the column heading. Or use default order by [Date](#)
Tip: Alphabetical page indexing is used when sorted by Location.

Details	Location	Date	Distance	
[Details] [Map]	FDOH Capital Circle Office Center (CCOC) - 4052	7/26/2013 9:00 AM ET (expired)	0	[Batch Registration]
[Details] [Map]	FDOH Capital Circle Office Center (CCOC) - 4052	11/21/2014 9:30 AM ET	0	[Register] [Batch Registration]

Figure 4

Step 6: From the Batch Registration screen, click on the **Add Existing User** button (Fig 5)

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052
 Schedule Date: 11/21/2014 9:30 AM ET

Number of people to register: 0 Seats available: 50

User | Score/Percentage | Completion Date | Status: In Progress | [Send Notification Email] | Credit Type: -- Select --

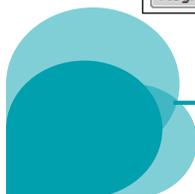
No records to display.
 20 rows per page | Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]

Displaying page 1 of 1, items from 0 to 0

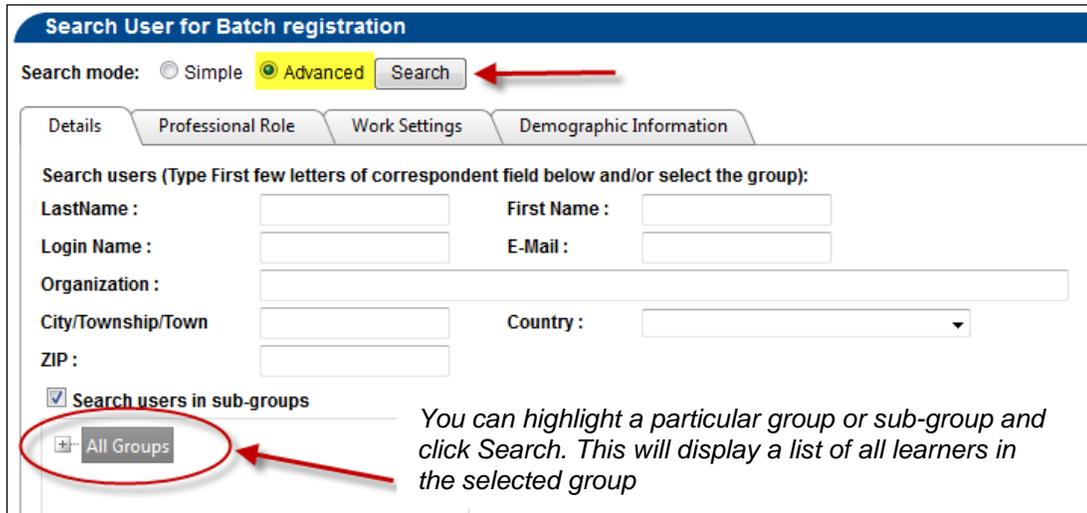
[Add existing Users] [Add new User] [Upload Users]

[Register] [Return to Course Details]

Figure 5



Step 7: Click on the **Advanced** search mode and enter your search criteria or select grouping then click the **Search** button (Fig 6)



Search User for Batch registration

Search mode: Simple **Advanced**

Details Professional Role Work Settings Demographic Information

Search users (Type First few letters of correspondent field below and/or select the group):

LastName : First Name :

Login Name : E-Mail :

Organization :

City/Township/Town Country :

ZIP :

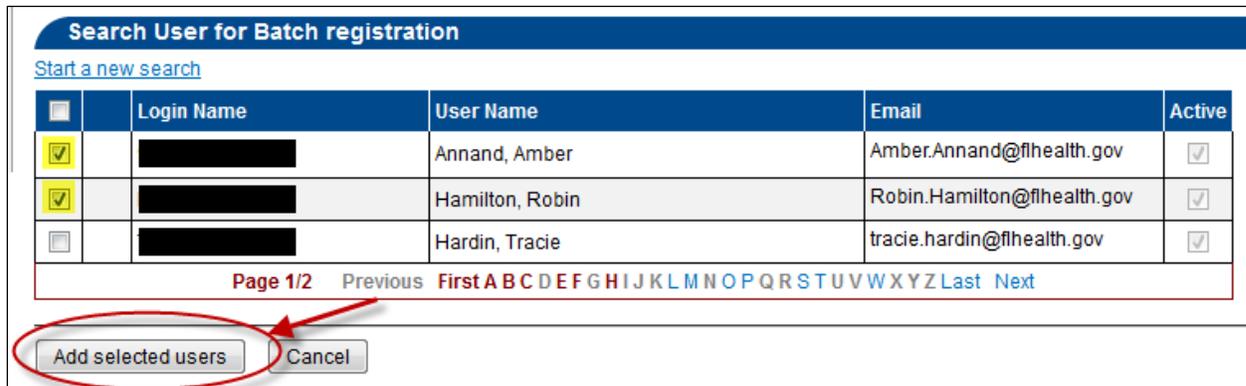
Search users in sub-groups

All Groups

You can highlight a particular group or sub-group and click Search. This will display a list of all learners in the selected group

Figure 6

Step 8: Click the checkbox to the left of the learner(s) **Login Name** you would like to add then click the **Add Selected Users** button (Fig 7)



Search User for Batch registration

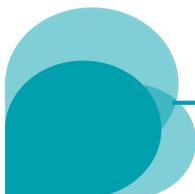
[Start a new search](#)

<input type="checkbox"/>	Login Name	User Name	Email	Active
<input checked="" type="checkbox"/>	[REDACTED]	Annand, Amber	Amber.Annand@flhealth.gov	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	[REDACTED]	Hamilton, Robin	Robin.Hamilton@flhealth.gov	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[REDACTED]	Hardin, Tracie	tracie.hardin@flhealth.gov	<input checked="" type="checkbox"/>

Page 1/2 Previous First A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last Next

Figure 7

Step 9: Your learner(s) have now been enrolled in the course and you will be re-directed back to the **Batch Registration** page. If you are Batch Registering for a current course click the **Return to Course Details** button to complete the enrollment. If you are Batch Registering into an expired course, continue to the next steps



Step 10: Select Credit Type (where applicable) to apply to learners course registration (Fig 8)

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052
 Schedule Date: 11/21/2014 9:30 AM ET

Number of people to register: 2 Seats available: 50

*Select **Credit Type** from column heading to apply to all learners or select **Credit Type** for individual learners*

User	Score/Percentage	Completion Date	Status:	<input checked="" type="checkbox"/> Send Notification Email	Credit Type:
<input checked="" type="checkbox"/> Amber Annand	<input type="text"/> / <input type="text"/> %	<input type="text"/>	In Progress	<input checked="" type="checkbox"/>	-- Select --
<input checked="" type="checkbox"/> Robin Hamilton	<input type="text"/> / <input type="text"/> %	<input type="text"/>	In Progress	<input checked="" type="checkbox"/>	-- Select --

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 2 of 2

Add existing Users Add new User Upload Users

Register Return to Course Details

Figure 8

Step 11: Add a **Score/Percentage** and/or **Completion Date** to the registration (where applicable) to save on the learner's transcript (Fig 9)

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052
 Schedule Date: 11/21/2014 9:30 AM ET

Number of people to register: 2 Seats available: 50

User	Score/Percentage	Completion Date	Status:	<input checked="" type="checkbox"/> Send Notification Email	Credit Type:
<input checked="" type="checkbox"/> Amber Annand	<input type="text"/> / <input type="text"/> %	<input type="text"/>	--Select--	<input checked="" type="checkbox"/>	None
<input checked="" type="checkbox"/> Robin Hamilton	<input type="text"/> / <input type="text"/> %	<input type="text"/>	--Select--	<input checked="" type="checkbox"/>	None

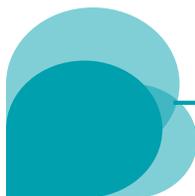
20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 2 of 2

Add existing Users Add new User Upload Users

Register Return to Course Details

Figure 9



Step 12: Select the appropriate **Status** from the dropdown box (Fig 10)

Note: The 'Completed' and 'Verified' statuses will both list a learner as completed for a course. However, the 'Verified' status will also list the registration as verified; whereas the 'Completed' status will not verify the registration

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 40: *Select **Status** from column heading to apply to all learners or select **Status** for individual learners below heading*

Schedule Date: 11/21/2014 9:30 AM ET

Number of people to register: 2 Seats available: 50

User	Score/Percentage	Completion Date	Status:	<input checked="" type="checkbox"/> Send Notification Email	Credit Type:
<input checked="" type="checkbox"/> Amber Annand	100 %	9/23/2014	--Select--	<input checked="" type="checkbox"/>	None
<input checked="" type="checkbox"/> Robin Hamilton	100 %	9/23/2014	--Select--	<input checked="" type="checkbox"/>	None

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 2 of 2

Add existing Users Add new User Upload Users

Register Return to Course Details

Figure 10

Step 13: Choose whether or not the learner will receive a notification e-mail. To select all learners, click the **Send Notification E-mail** box at the top of the Notification E-mail column. You may also select individual learners to receive the e-mail by checking the box in the Send Notification Email column next to the learner's status. (Fig 11)

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052

Schedule Date: 11/21/2014 9:30 AM ET

Number of people to register: 2 Seats available: 50

User	Score/Percentage	Completion Date	Status:	<input type="checkbox"/> Send Notification Email	Credit Type:
<input checked="" type="checkbox"/> Amber Annand	100 %	9/23/2014	Verified	<input type="checkbox"/>	None
<input checked="" type="checkbox"/> Robin Hamilton	100 %	9/23/2014	Verified	<input type="checkbox"/>	None

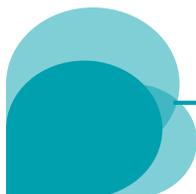
20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 2 of 2

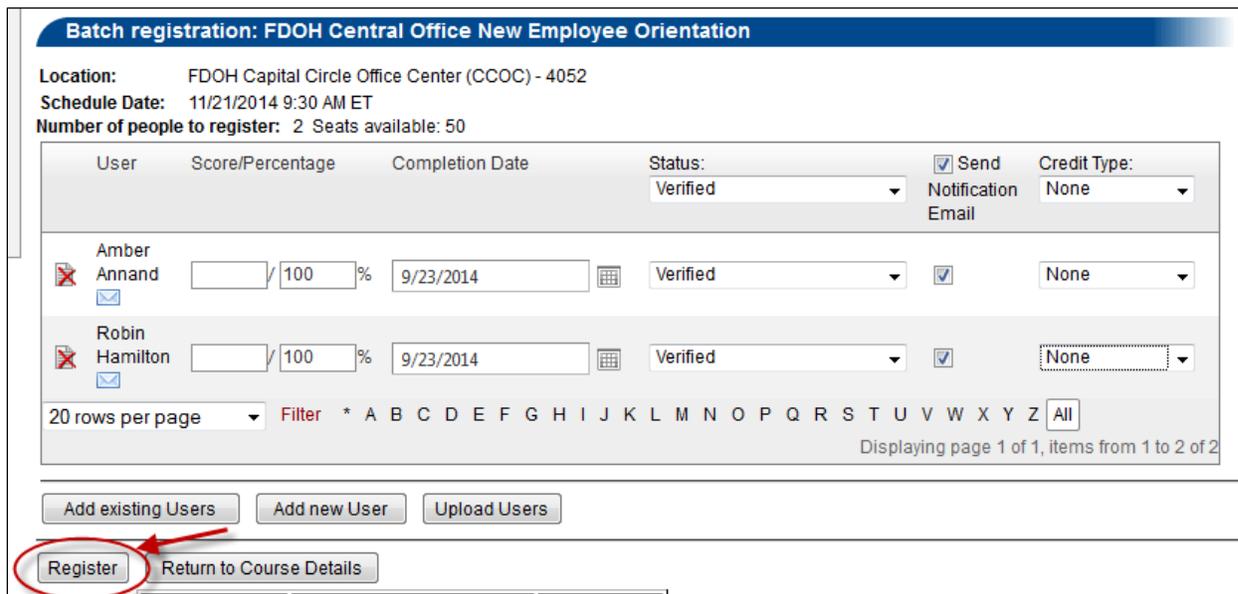
Add existing Users Add new User Upload Users

Register Return to Course Details

Figure 11



Step 14: Click the **Register** button to confirm all registrations (Fig 12)



Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052
 Schedule Date: 11/21/2014 9:30 AM ET
 Number of people to register: 2 Seats available: 50

User	Score/Percentage	Completion Date	Status:	<input checked="" type="checkbox"/> Send Notification Email	Credit Type:
Amber Annand	100 %	9/23/2014	Verified	<input checked="" type="checkbox"/>	None
Robin Hamilton	100 %	9/23/2014	Verified	<input checked="" type="checkbox"/>	None

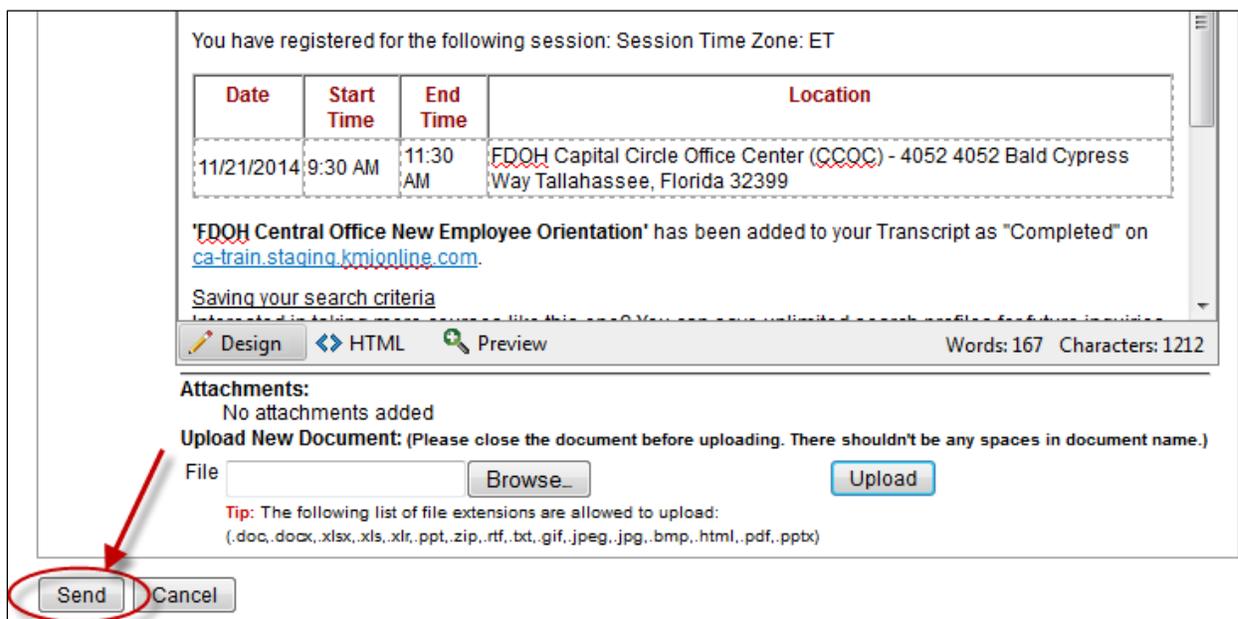
20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
 Displaying page 1 of 1, items from 1 to 2 of 2

Add existing Users Add new User Upload Users

Register Return to Course Details

Figure 12

Step 15: The screen will refresh with a system generated e-mail, if you selected the Send Notification Email option. Click the **Send** button to send the e-mail (Fig 13). A Summary will appear, click the **Back** button.



You have registered for the following session: Session Time Zone: ET

Date	Start Time	End Time	Location
11/21/2014	9:30 AM	11:30 AM	FDOH Capital Circle Office Center (CCOC) - 4052 4052 Bald Cypress Way Tallahassee, Florida 32399

'FDOH Central Office New Employee Orientation' has been added to your Transcript as "Completed" on ca-train.staging.kmionline.com.

Saving your search criteria

Design HTML Preview Words: 167 Characters: 1212

Attachments:
 No attachments added

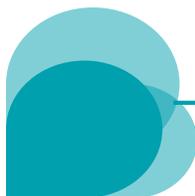
Upload New Document: (Please close the document before uploading. There shouldn't be any spaces in document name.)

File Browse... Upload

Tip: The following list of file extensions are allowed to upload:
 (.doc,.docx,.xlsx,.xls,.xlr,.ppt,.zip,.rtf,.txt,.gif,.jpeg,.jpg,.bmp,.html,.pdf,.pptx)

Send Cancel

Figure 13



Step 16: After clicking the Back button on the Summary page, you will be re-directed back to the **Batch Registration** page where you will see a **Registration Confirmation**. Your Batch Registration is now complete. You can choose to **Return to Course Details** or **Register More People**. (Fig 14)

Batch registration: FDOH Central Office New Employee Orientation

Location: FDOH Capital Circle Office Center (CCOC) - 4052
Schedule Date: 11/21/2014 9:30 AM ET

Registration Confirmation

The following users have been successfully registered for the course **FDOH Central Office New Employee Orientation**

- * Amber Annand
- * Robin Hamilton

Return to Course Details
Register More People

Figure 14

If you have any questions or need assistance regarding How to Batch Register Learners, please contact the **DOH LMS Site Administrators** via e-mail at DOHLMSSupport@flhealth.gov or by phone at **850-245-4008**.

