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)

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)
How to Batch Register Learners into a Course or Session

**Step 5:** If you have been assigned **Batch Registration Manager** 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).

**Step 6:** From the Batch Registration screen, click on the **Add Existing User** button (Fig 5).
Step 7: Click on the Advanced search mode and enter your search criteria or select grouping then click the Search button (Fig 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)

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)

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

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

![Figure 12](image12.png)

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.

![Figure 13](image13.png)
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)

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.