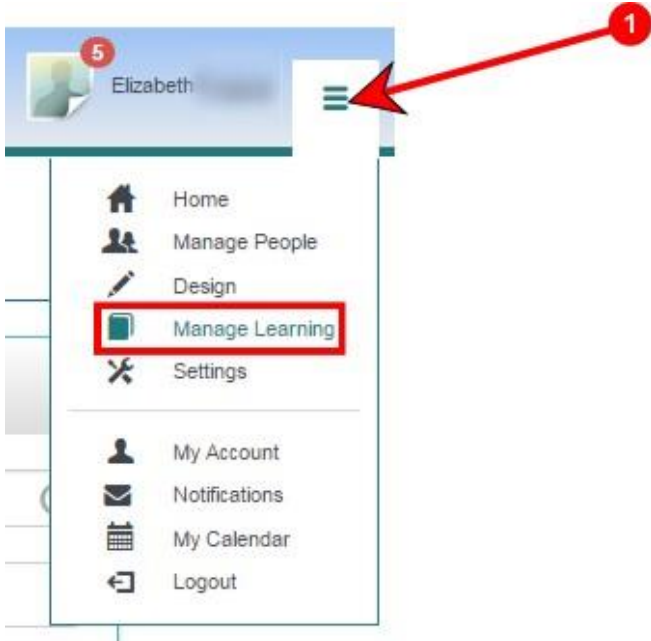
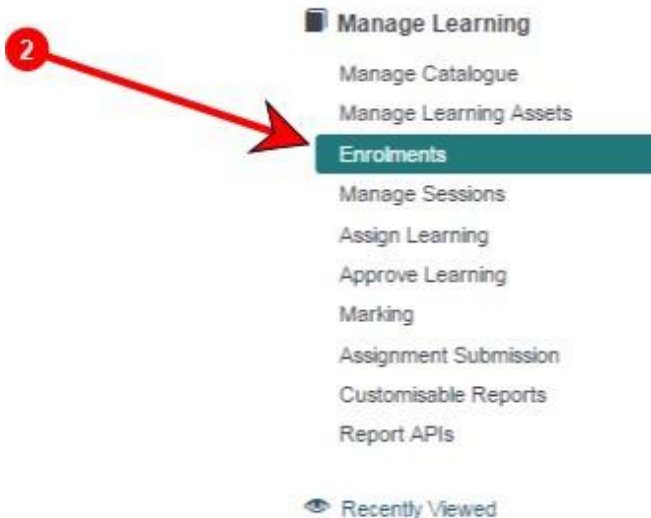
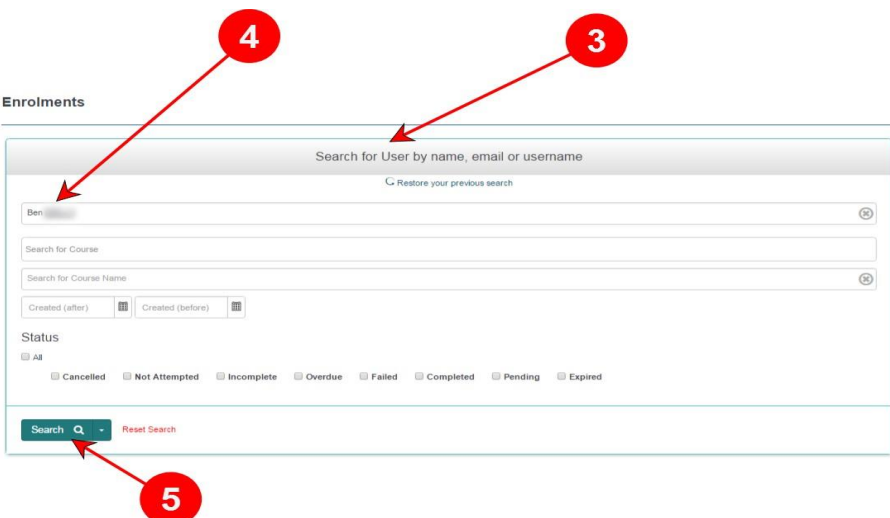


Browse enrolments for a user under supervision

This reference guide details how supervisors can browse enrolments for staff under their supervision.

	Step 1: Click the hamburger menu in the top right hand corner of the screen and select the Manage Learning menu item.
	Step 2: Select the Enrolments menu item from the menus presented on the left hand side of the screen.



Enrolments

Search for User by name, email or username

Ben [redacted]

Search for Course

Search for Course Name

Created (after) [calendar icon] Created (before) [calendar icon]

Status

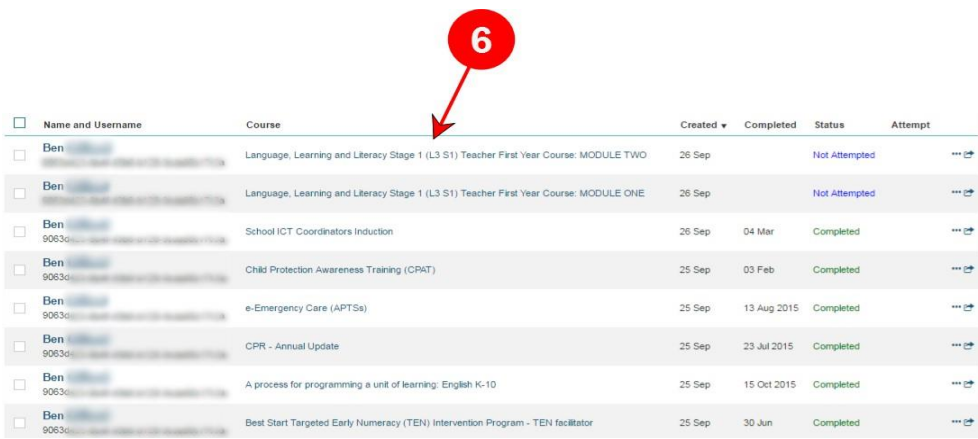
☒ All ☐ Cancelled ☐ Not Attempted ☐ Incomplete ☐ Overdue ☐ Failed ☐ Completed ☐ Pending ☐ Expired

Search [magnifying glass icon] Reset Search

Step 3: Click the **Search for User by** title bar.

Step 4: Type in the staff member you wish to search for in the dialogue box presented.

Step 5: Click the **Search button** to begin your search.



☐	Name and Username	Course	Created	Completed	Status	Attempt
☐	Ben [redacted]	Language, Learning and Literacy Stage 1 (L3 S1) Teacher First Year Course: MODULE TWO	26 Sep		Not Attempted	...
☐	Ben [redacted]	Language, Learning and Literacy Stage 1 (L3 S1) Teacher First Year Course: MODULE ONE	26 Sep		Not Attempted	...
☐	Ben [redacted]	School ICT Coordinators Induction	26 Sep	04 Mar	Completed	...
☐	Ben [redacted]	Child Protection Awareness Training (CPAT)	25 Sep	03 Feb	Completed	...
☐	Ben [redacted]	e-Emergency Care (APTSs)	25 Sep	13 Aug 2015	Completed	...
☐	Ben [redacted]	CPR - Annual Update	25 Sep	23 Jul 2015	Completed	...
☐	Ben [redacted]	A process for programming a unit of learning: English K-10	25 Sep	15 Oct 2015	Completed	...
☐	Ben [redacted]	Best Start Targeted Early Numeracy (TEN) Intervention Program - TEN facilitator	25 Sep	30 Jun	Completed	...

6 The professional learning history as recorded by MyPL is listed in the results screen.