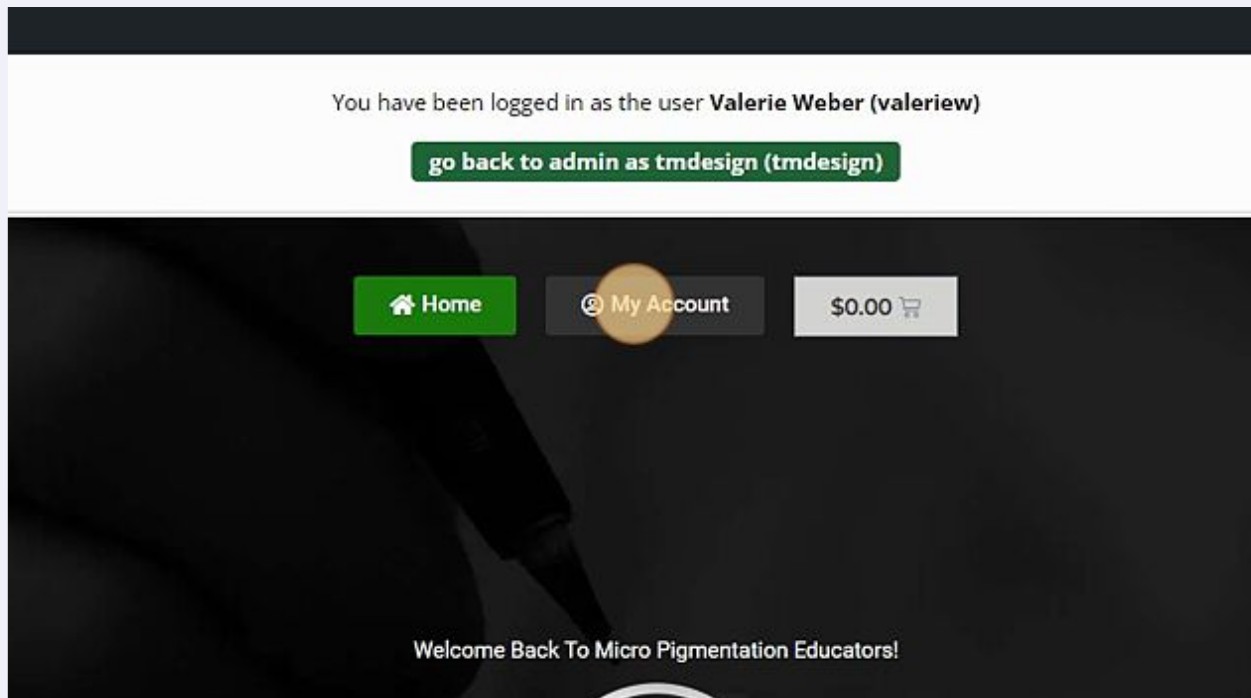


Manually Enrolling a Student

- 1 Navigate to your individual training portal using YOURNAMEHERE.mpeducators.com

- 2 Click "My Account"



3 Click here.

The screenshot shows a user dashboard with a dark header. Below the header, there are several navigation cards with green icons and text:

- My Account**: Change any personal details and manage your password.
- My Courses**: Check your course progress and access your active courses.
- Trainer Resource Guide**: Resource guide for all trainers provided by mpeducators.
- Course Management**: Manage students, lessons, courses and exams. (This card has a yellow circle highlight around its icon).
- Course Manual**: Course manual with details on the course materials etc.
- Log Out**: Log out of your account.

4 Find the course you would like to enrol the student on and click "Manage"

The screenshot shows a table with course information. The 'Manage' button for the third course is highlighted with a yellow circle.

Modules	Date	Students	Certificate Template
	Published 2023/03/02 at 09:11	0 students	
	Published 2022/05/17 at 09:36	3 students	
Module 1: Safety, Module 2: Incident Management & Documentation, Module 3: Chains and Needles, +6 more	Published 2022/04/27 at 13:40	5 students	

5 Click "Enrolled Students"

The screenshot shows the Sensei LMS interface for the 'Micropigmentation Educators Course'. The left sidebar contains navigation options: Dashboard, Media, Comments, Templates, Products, Certificates, Sensei LMS (highlighted), Home, Courses, Lessons, Questions, and Students. The main content area is titled 'Students' and shows a list of enrolled students. The 'Enrolled Students' link is highlighted with a blue box and a yellow circle.

Students	Enrolled	Start Access
jarrod beukman	Yes	<input type="text"/>
Maria Crosby	Yes	<input type="text"/>
Sarah McCormick	Yes	<input type="text"/>
Valerie Weber	Yes	<input type="text"/>

6 Click the "Select students to manually enroll..." field.

The screenshot shows the 'Add Student to Course' form in the Sensei LMS interface. The left sidebar contains navigation options: Certificates, Sensei LMS (highlighted), Home, Courses, Lessons, Questions, Students, Glossary, Groups, Grading (2), Reports, Settings, Tools, and Profile. The main content area shows a table of enrolled students and the 'Add Student to Course' form. The 'Select students to manually enroll...' field is highlighted with a blue box and a yellow circle.

Students	Enrolled	Start Access
Valerie Weber	Yes	<input type="text"/>
tmdesign	Yes	<input type="text"/>

Add Student to Course

Complete course for selected student(s)

Manual Content Drip

Use this to give a learner access to any lesson (or remove existing access), overriding the content drip schedule.

7 Type the name of the student or associated email address.

8 Click the students name once they appear in the box below.

The screenshot displays the Sensei LMS interface. On the left is a dark sidebar with navigation options: Home, Courses, Lessons, Questions, Students (highlighted), Glossary, Groups, Grading (with a red notification badge '2'), Reports, Settings, Tools, Profile, and Tools. The main content area is divided into sections. At the top, there's a header for 'tmdesign' with a 'Yes' status and an empty input field. Below this is a table with columns 'Students', 'Enrolled', and 'Start Access'. The 'Add Student to Course' section features a search input with 'dan' typed in. A dropdown menu is open, showing a search result for 'DANIEL MOORE (#42 - danpetermoore89@gmail.com)' with a circular profile picture. To the right of the search box is a checkbox labeled 'Complete course for selected student(s)'. Below this is the 'Manual Content Drip' section, which includes a description: 'Use this to give a learner access to any lesson (or remove existing access), overriding the content drip schedule.' and a dropdown menu labeled 'Select learner'.

9 Click this button.

The screenshot shows a course management interface. On the left is a dark sidebar menu with options: Courses, Lessons, Questions, Students (highlighted), Glossary, Groups, Grading (with a red '2' badge), Reports, Settings, Tools, Profile, Tools, and Collapse menu. The main content area has a header with 'Students', 'Enrolled', and 'Start Access'. Below this is a section titled 'Add Student to Course'. It contains a text input field with the text 'x DANIEL MOORE (#42 - danpetermoore89@gma' and a checkbox labeled 'Complete course for selected student(s)'. A blue button with the text 'Add to 'Micropigmentation Educators Course'' is highlighted with a yellow circle. Below this is a section titled 'Manual Content Drip' with a description: 'Use this to give a learner access to any lesson (or remove existing access), overriding the content drip schedule.' It includes two dropdown menus: 'Select learner' and 'Select a Lesson'.

10 The student has now been successfully enrolled onto the course manually. Most students will be automatically enrolled when purchasing the course, however manual enrolment is obviously free and will not charge the user, so please be aware when using this.