

# Subscription management

You can access subscriptions management from the course management page:

Code	Name	Type	Students	Waiting										
T002	Basic Compliance Procedures	E-learning	0		1									
L001	Business English	E-learning	3		4									
S001	Leadership Program	Classroom	0			2								
T001	Welcome Kit	E-learning	0		1									

STANDARD Subscription Management

New Multiple subscriptions Multiple Subscriptions

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## Standard Subscription Management

**Subscribe:** ☐ Send an alert to subscribed users

Advanced search

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<input type="checkbox"/>	Username	Fullname	Email	Level	Status	Active from	Active until		
<input type="checkbox"/>	admin	John Smith		Administrator	Subscribed	-	-		
<input type="checkbox"/>	baswad	Batul Aswad	BatulSuhaylaAswad@jourrapide.com	Student	Subscribed	-	-		
<input type="checkbox"/>	bjamison	Bobby Jamison	BobbyDJamison@teleworm.us	Student	Subscribed	-	-		
<input type="checkbox"/>	lbrodeur	Liane Brodeur	LianeBrodeur@armyspy.com	Student	Subscribed	-	-		

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## Fast Subscribing of a Single user

Use the “fast subscribe” field to easily add a single user to the course.

Select the “Send Alert” checkbox if you want the user to be notified for the subscription

## Subscribing multiple users

Click on the “Add” button if you want to add multiple users at once:

**1. Select users:** the system will open the user selection page, letting you select either:

- Multiple single users
- Massive select all users from some org-chart nodes
- Massive select all users in a group
- Massive select all users by company role

On the same page, you can select whether to notify the selected users for the subscription

**2. Select users' role in course:**

### Courses

Subscribe : [L001] Business English / Subscribe: levels

Course : **[L001] Business English**

Subscribed: 3

Username	Fullname	Administrator	Instructor	Mentor	Tutor	Student	Ghost	Guest	Undo
aabadi	Asma Abadi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
nlucciano	Ninfa Lucciano	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
molmos	Mercedes Olmos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Subscribe

Undo

## User Roles

Users can be enrolled to a course with 7 different roles, that can give different privileges in course frontend access and management depending on the course menu settings.

Available roles are:

1. **Administrator:** usually a god admin with full permissions on all the course management feature
2. **Instructor:** usually used for teacher, can upload learning materials and access course stats, but not configuration features (i.e., menu management, intro page edit, etc.)
3. **Mentor**
4. **Tutor**
5. **Student**
6. **Guest**
7. **Ghost:** doesn't appear in some stats

## Other Options

- Edit/Delete selected

- Import from course: let you import all the users subscribed to another course
- Import: import subscriptions as a CSV file containing a list of existing usernames
- Copy: copy the list of users subscribed to another course, leaving them subscribed also to this one
- Move: move subscriptions from this course to another one, removing them from the present one.

## Subscribed users list features

The list of subscribed users lets you:

- **Sort** by username, full name, or set any desired field in the dynamic column
- **Level**: set the role for each user in the course, just click on the role to change it
- **Status**: change the user status in the course:
  - Subscribed
  - In Progress
  - Completed
  - Suspended
  - Overbooking
  - Subscription to confirm
  - Waiting user
- **Active from/to**: set a range of dates for the course to be available to this user. Before and after these dates the user won't be able to enter the course.
- Remove the above validity dates
- Delete subscription

## Multiple Subscriptions

With this feature, you will be able to:

### 1. **Select users** to be enrolled:

- Single or multiple single users
- Massive select all users from some org-chart nodes
- Massive select all users in a group
- Massive select all users by company role

### 2. **Select one or more courses** to enroll the selected users to

### 3. **Set the role** for all the selected users on all the selected courses

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