

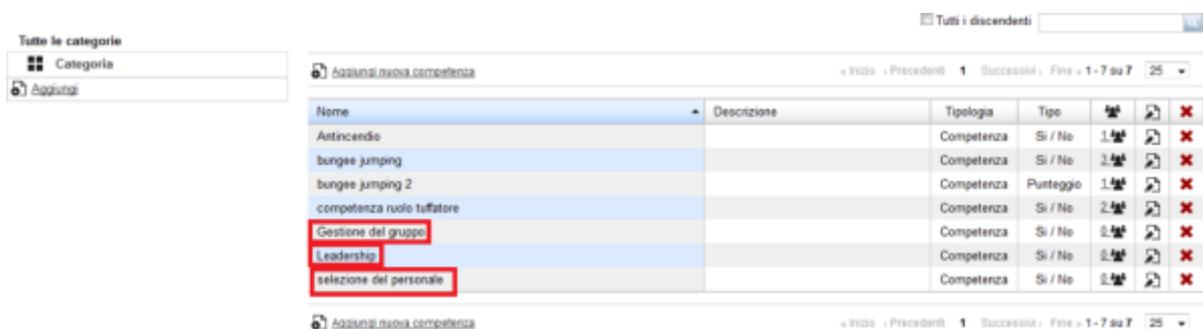
# Automate enrollment for courses with Enrollment Policies

The “enrollment policies” are rules that allow you to automate the enrollment of users to courses based on their organization chart, group, or role node. Let's see in this simple tutorial how to proceed. The enrollment policies can be reached in administration from the menu:

Elearning> enrollment policies

## How to create a new rule

On the registration policy management page, create a new rule by clicking on the “add” button:



The screenshot shows the 'Tutte le categorie' (All categories) sidebar on the left with a 'Categoria' dropdown and an 'Aggiungi' (Add) button. The main area displays a table of enrollment policies under the heading 'Aggiungi nuova competenza'. The table has columns for 'Nome', 'Descrizione', 'Tipologia', and 'Tipo'. The following table represents the data shown in the screenshot:

Nome	Descrizione	Tipologia	Tipo			
Antincendio		Competenza	Si / No	1.5		X
bungee jumping		Competenza	Si / No	1.5		X
bungee jumping 2		Competenza	Punteggio	1.5		X
competenza ruolo tuffatore		Competenza	Si / No	2.5		X
Gestione del gruppo		Competenza	Si / No	2.5		X
Leadership		Competenza	Si / No	2.5		X
selezione del personale		Competenza	Si / No	2.5		X

A popup will open, allowing you to:

- Set a name for the rule you are creating
- Choose the language of the users to which the rule applies, for example “English” if only users who have set the English language in their profile will be enrolled in the courses
- Choose the criteria with which to select the users: based on a group, a role, or an organization chart node

Gruppi	Ruoli	Descrizione						
(none)	Capo del Governo		2.5★	1.★				✖
(none)	Elettricista		0.5★	0.★				✖
(none)	Responsabile del personale		0.5★	0.★				✖
(none)	tuffatore		1.5★	1.★				✖
(none)	tuffatore2		0.5★	0.★				✖

# Select users and courses

Once the new rule has been created, click on the “Manage” icon

Ruoli > Competenze: Responsabile del personale > Assegna

Tutti i discendenti

Tutte le categorie

3 Selezione elementi  
Selezione: Tutte le pagine, Nessuno

Nome	Descrizione	Tipologia	Tipo
<input type="checkbox"/> Antincendio		skill	flag
<input type="checkbox"/> bungee jumping		skill	flag
<input type="checkbox"/> bungee jumping 2		skill	score
<input type="checkbox"/> competenza ruolo tuffatore		skill	flag
<input checked="" type="checkbox"/> Gestione del gruppo		skill	flag
<input checked="" type="checkbox"/> Leadership		skill	flag
<input checked="" type="checkbox"/> selezione del personale		skill	flag

3 Selezione elementi  
Selezione: Tutte le pagine, Nessuno

To access the configuration page:

Ruoli > Competenze: Responsabile del personale

<< Indietro

Assegna **Profilati**

3 Selezione elementi  
Selezione: Tutte le pagine, Nessuno

Categoria	Nome	Descrizione	Tipologia	Tipo	Punteggio minimo	Scade dopo (giorni)	
	Gestione del gruppo		Competenza	Si / No	-	Mai	✖
	Leadership		Competenza	Si / No	-	Mai	✖
	selezione del personale		Competenza	Si / No	-	Mai	✖

Assegna **Profilati**

Now you can:

- Select organization chart nodes
- Select courses

Please note:

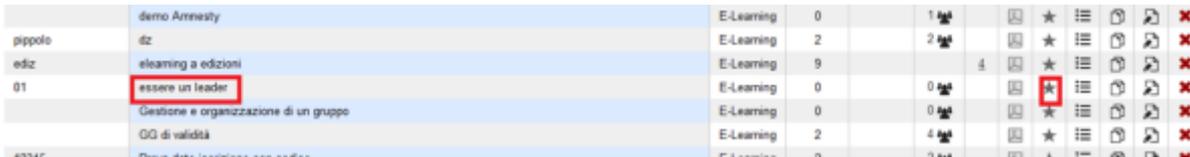
The rules are not retroactive: they only apply to users who will be inserted in the organization chart node (or group or role) AFTER the creation of the rule itself.

It is possible to retroactively apply the rule also on users already present in the node, group or role, using button 3, “Apply Rule”.

To use the “Apply Rule” function, you must first save the rule, then re-enter and apply it.

# Check the subscription log

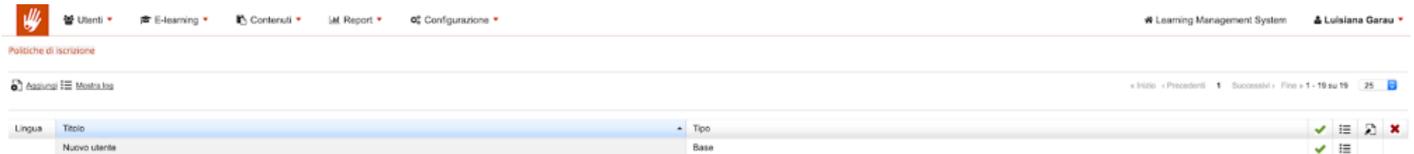
Click on the top right on “Show Log”. The list of all the LOGs will be displayed on which it is possible to consult the details of the registrations that took place with the application of registration policies, and to reverse the changes if so desired.



	demo Amnesty	E-Learning	0	1								
pippolo	dz	E-Learning	2	2								
ediz	elearning a edizioni	E-Learning	9	4								
01	essere un leader	E-Learning	0	0								
	Gestione e organizzazione di un gruppo	E-Learning	0	0								
	GG di validità	E-Learning	2	4								

# A rule for all users

In the section dedicated to the Registration Policies, by default there is the basic rule or a registration policy which, if configured, is assigned to ALL users registered on the platform.



Lingua	Titolo	Tipo										
	Nuovo utente	Base										

To configure the basic rule, click on the “Manage” icon to then add and select the courses that fall under the enrollment policy that we want to assign to all users



ediz	elearning a edizioni	E-Learning	9	8								
01	essere un leader	E-Learning	0	0								
	Gestione e organizzazione di un gruppo	E-Learning	0	0								
	GG di validità	E-Learning	2	4								
04	Infoturistica	E-Learning	0	0								
12345	Prova date iscrizione con codice	E-Learning	2	2								
	Test aula	Classe	3	2								

In this case, all users of the platform will be automatically enrolled in the courses:

- Material sales test
- TESTING
- Lms test

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