Enrolling staff in courses using utilities in System Admin

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Having access to the Systems Admin tab enables key people within the Schools to view and search through all of their School’s courses and organisations on MyAberdeen and enrol staff into these areas.

Enrolling Staff in Courses on MyAberdeen

1. Search for the course (see below for a reminder about searching for courses through System Admin) and click on the action link arrow to the right of the course ID of the course you need to enrol staff on. From the dropdown list select Enrolments.

2. A list of the users currently enrolled on the course is displayed. Click Enrol Users.

3. If known, type the username for the staff member you wish to enrol into the course in the Username text field. Alternatively, click Browse to search for the staff member and identify their account username. To quickly locate a user we recommend searching by Email, as this represents a unique identifier for each individual user.

   Note: You can enrol multiple users in a course area simultaneously by entering the usernames separated by a comma (e.g. user1,user2,user3).

4. Select the Role which the user will be assigned for the course area (e.g. Course Coordinator, External Examiner etc.) and ensure Enrolment Availability is set to Yes.

5. Click Submit to enrol the staff member to the course.

   Note: If you have System Admin privileges for your School, then you do not have to be enrolled into a course in order to add staff members to it.

Searching for a Course in MyAberdeen

1. Click on Courses under the Courses Module.

2. The Courses Manager page is displayed (see Figure 3 below). The search functionality tab at the top of this page allows you to browse the courses available within your School. Your query is based on defined search parameters that can be used either separately or in tandem to narrow the list of results generated. The ‘Date Created’ parameter is essential for narrowing down the list of courses to a particular year, as it enables you to search for courses created Before or After a specified date.

3. Click on the first dropdown button to view and select from the different search criteria options available. To quickly locate a course area we recommend searching either by Course ID or Course Name.

4. Click on the second dropdown button to specify whether the search criteria selected in the previous step should be Equal to, Contain or Start with the keywords you would like to type in the search box. Choosing the Not blank option will generate a list of all the courses in your School.

5. In the search box, type in either the Course ID or Course Name of the area you want to search for. You can also search for a course using partial information. For example, searching for PS20 would list you all second year undergraduate Psychology courses running in the first semester. Please note that the search is not case-sensitive.

6. Select whether to search for courses created Before or After a specified date and provide a date in the Date Created field or click on the calendar icon to select a date. This parameter will allow you to narrow down the results so that you can see courses running in the current academic year or in past academic years.

7. Click on the last dropdown button and select All Courses

8. Click Go to search for the courses. A list of search results is generated and displayed.