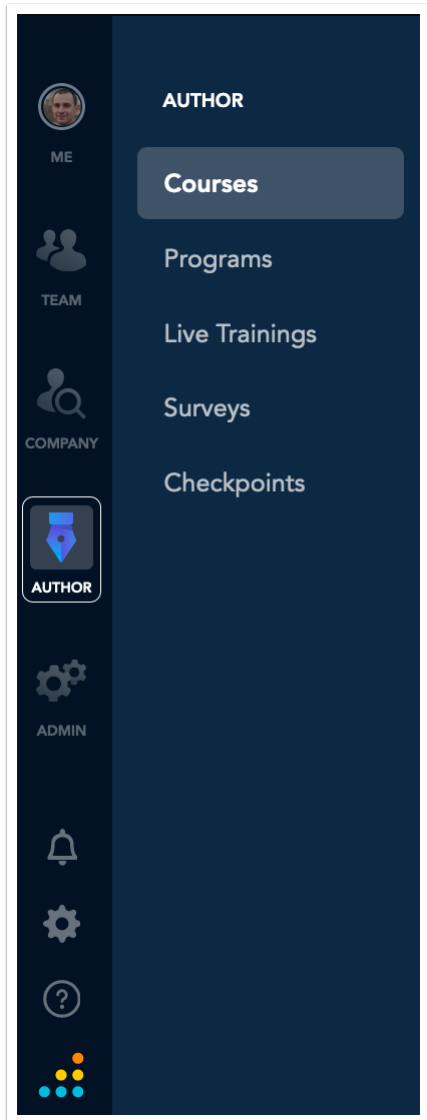


ASSIGNING COURSES

This "How-To" PDF Guide will assist you in learning to enroll users in a course on the SafetyNow LMS eLearning platform, supported by Bridge & Bongarde/SafetyNow, in partnership with Texas Mutual Insurance. To view the full How-To video, please visit <https://texasmutual.safetynow.com/texas-mutual-help/>.

Open Author Menu



In the Global Navigation menu, click the Author icon. Then, click the Courses menu option.

Note: The Global Navigation menu may differ depending on what is enabled in your account.

ASSIGNING COURSES

Open Course

Courses

Upload Course + NEW COURSE

ACTIVE (9) ARCHIVED (1)

Q SEARCH

Updated Filter by Accounts

Meet Bridge 
 by Andy Admin / Updated Jun 28, 2018  



Meet Bridge



Describe what learners can expect from this course

Required score 75% / Due in 60 days / Duration 14 mins / [More Settings](#) 

[SUMMARY](#) **LEARNERS** [GROUPS](#) [ATTACHMENTS](#) [AFFILIATED ACCOUNTS](#)

SUMMARY **LEARNERS** [GROUPS](#) [ATTACHMENTS](#) [AFFILIATED ACCOUNTS](#)

Learners

Add via CSV + LEARNER

Q SEARCH

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
You haven't invited any learners yet.				

Click the Add Learner button [1]. To add multiple users via CSV file, click the Add via CSV link [2].

Note: If your course is published, adding users to your course immediately sends a course email invitation to all users.

Find User

SUMMARY **LEARNERS** [GROUPS](#) [ATTACHMENTS](#) [AFFILIATED ACCOUNTS](#)

Learners

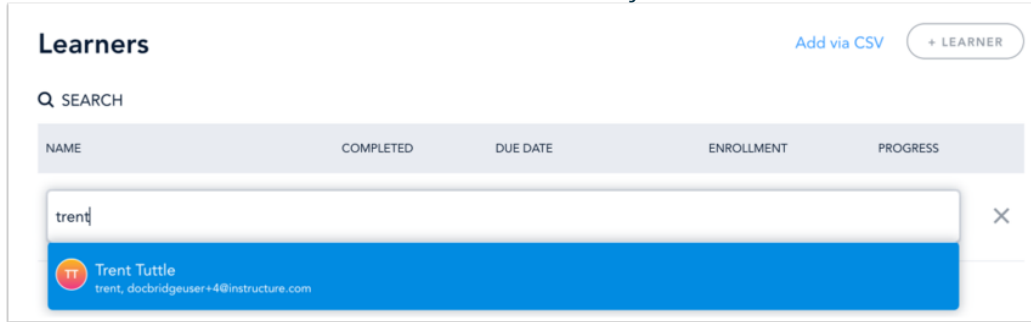
Add via CSV + LEARNER

Q SEARCH

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
Enter a name to find a learner 				

ASSIGNING COURSES

In the text field, enter the name of a user in your account.



Learners [Add via CSV](#) [+ LEARNER](#)

Q SEARCH

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
trent				
Trent Tuttle trent.docbridgeuser+4@instructure.com				

Click the name when it appears.

Note: You will be notified if a user is already enrolled in the course through a program. If the user has not yet reached the course in the program, you can choose to enroll the user immediately and the course will appear in the user's My Learning page.

View User



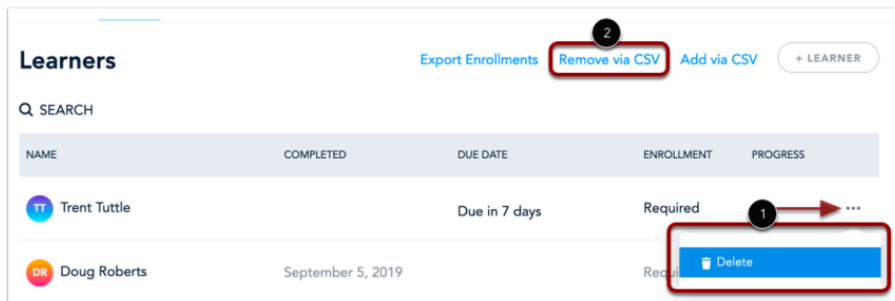
Learners [Export Enrollments](#) [Remove via CSV](#) [Add via CSV](#) [+ LEARNER](#)

Q SEARCH

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
Trent Tuttle		Due in 7 days	Required	

View the user in your course.

Remove User



Learners [Export Enrollments](#) [Remove via CSV](#) [Add via CSV](#) [+ LEARNER](#)

Q SEARCH

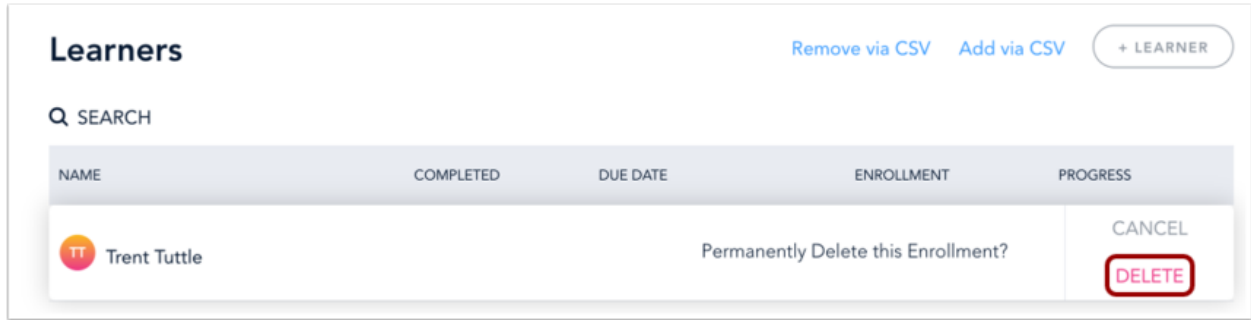
NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
Trent Tuttle		Due in 7 days	Required	
Doug Roberts	September 5, 2019		Required	

To remove a user, locate the user and click the three dots to the right which drops down the "Delete" option [1]. To remove multiple users via CSV file, click the Remove via CSV link [2].

Note: If the course is part of a program, removing users with a CSV file from the course will only remove user enrollments that were directly enrolled in the course.

ASSIGNING COURSES

Confirm Deletion

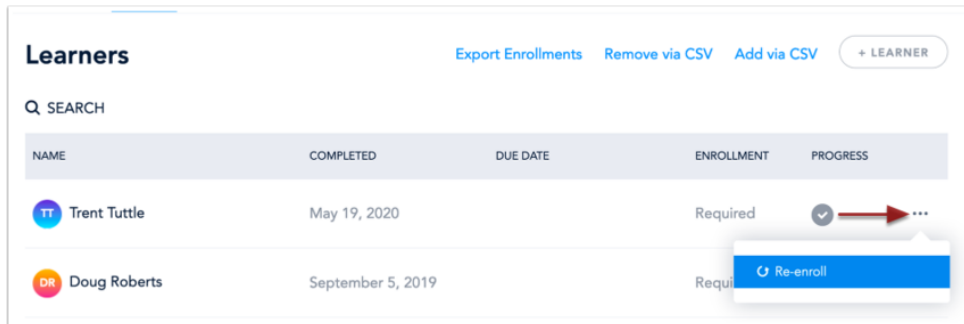


The screenshot shows the 'Learners' page with a search bar and a table of learners. A confirmation dialog is open for Trent Tuttle, asking 'Permanently Delete this Enrollment?'. The dialog has 'CANCEL' and 'DELETE' buttons. The 'DELETE' button is highlighted with a red box.

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
 Trent Tuttle			Required	✓

To confirm, click the Delete link.

Re-enroll a User



The screenshot shows the 'Learners' page with a search bar and a table of learners. A dropdown menu is open for Trent Tuttle, showing a 'Re-enroll' button. The 'Re-enroll' button is highlighted with a blue box.

NAME	COMPLETED	DUE DATE	ENROLLMENT	PROGRESS
 Trent Tuttle	May 19, 2020		Required	✓
 Doug Roberts	September 5, 2019		Required	

To manually re-enroll a user into the course; locate the user and click on the three dots to the right and then select Re-enroll.