

To bulk enrol learners to a particular module, please follow the guidance below:

1. Log in to the NHHI LMS via <https://nhhi.southrock.com/> as an organisation administrator
2. Select the Enrolments icon in the right-hand menu

The screenshot shows the NHHI LMS dashboard. On the left, there is a 'Task List' with items like 'Basic epidemiology and statistics' (Not Started), 'Principles of infection prevention and control' (In Progress), 'Hand Hygiene Dental Online Learning Module' (In Progress), 'The Basics of Infection Prevention and Control' (In Progress), and 'Infection Test' (Expires/Concludes Tomorrow). On the right, there are 'Online Learning Module Categories' and 'Shortcuts'. The 'Enrolments' icon in the right-hand menu is highlighted with a red box and a red arrow pointing to it.

3. Select the Enrol Learner into Course tab

The screenshot shows the 'Enrol Learner into Course' tab selected. The page header includes the Australian Commission on Safety and Quality in Health Care logo, a search bar, and user information. The main content area has a 'Find Enrolment' section with a search criteria input field and an 'Enrolment Number' input field.

4. Enter the search information for a Course (or browse for the course) you wish to enrol the learners and click the Find Course button

The screenshot shows the 'Course Selector' tab selected. The page header is the same as the previous screenshot. The main content area has a 'Course Selector' section with search criteria input fields for Course Code, Course Name, Keyword, Global Curriculum, and Region Curriculum. A 'Find Course' button is highlighted with a red box and a red arrow pointing to it.

5. Select the relevant course name that appears. Click the Continue to Session Selector button.

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Enter Search Text ...

Help/Documents Reynolds, Rebecca [r.reynold]

Find Enrol Learner into Course Assign Learners to a Curriculum

Course Selector

Enter search criteria below to look for Courses:

Course Code INFECTION Browse

Course Name

Keyword

Global Curriculum * Any *

Region Curriculum * Any *

Find Course

Continue to Session Selector »

Select	Course Code	Course Name	Course Type	Fee	Active Sessions
<input checked="" type="radio"/>	INFECTION_09	Basic epidemiology and statistics Training Department: National Hand Hygiene Initiative	ON	\$0.00	1

- You are now displayed the 'Learner Selector' screen. Please only enrol learners by learner details (learner ID or employee number) **or** by work unit (organisation) but **not both**.
- To bulk enrol by learner details, enter the learner ID or employee number of the learner(s) to be enrolled directly into the empty text box. To search and find learner(s), select the *Learner Browse* button which will open a new window. Complete a keyword search and click the 'Find Learners' button. You can use the Browse and Find function to choose multiple learners to be enrolled.
- To bulk enrol learners within a whole organisation, select the *Work Unit (Organisation) Browse* button which will open a new window. Click the 'Find organisation' button and select the organisation from the list that appears. Click the 'Continue with selected Organisations' button. Using the Work Unit (Organisation) Browse option will enrol all learners registered to the organisation

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Enter Search Text ...

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Individual Bulk Learner Enrol (* Indicates a required field)

Enter Learner ID(s) or Employee No(s) to be Enrolled

Browse

AND/OR

Work Unit(s)

Browse

- Click the Submit button at the bottom of the screen to enrol the learners.

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Work Unit(s)

Business Unit(s)

Domain(s)

Enrolment Checks

Check for Previous Enrolment

Check for Prerequisites

Confirm Enrolment

Submit

10. You will be given the option to send an email notification to the learners regarding their new enrolment

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Enter Search Text ... Help/Documents Reynolds, Rebecca [

Enrol Learner into Course

Enrolment Confirmation

Session: **Basic epidemiology and statistics [INFECTION_09:001]**

Course: **Basic epidemiology and statistics [INFECTION_09]**

Training Department: **National Hand Hygiene Initiative**

Date: 06-JAN-2020 09:00 AM - 31-JAN-2023 05:00 PM

Enrolment/Class size: 2457/Unlimited

Learner ID	Learner Name	Enrolment Number	Notes
1	[REDACTED]	2720266	
2	[REDACTED]	2720267	
3	[REDACTED]	2720268	

Email Notification