Desire2Learn Learning Environment

Registration 8.3 to 8.4.x

User Guide
November 30, 2009

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What Registration does

The Registration tool allows you to manage the users enrolled in your course.

To access the Registration area

Do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click **Registration**.
- In the **Org Unit Administration** widget on your course homepage, click **Registration**.

Manually registering users in a course

Add an existing user

To enroll a user that already has a Learning Environment account into your course:

1. From the Registration List or the Classlist page, add an individual existing user by clicking the **Add Participant** link.
2. Select **Add an existing participant**.
3. You can search for existing users by name, username and/or email.
4. Press the **Search** button.
5. Choose from the enrolment options.
6. Click **Enroll** and the user will be added to the users list.

Creating a new user

To create a new Learning Environment account for a person and enroll them in your course:

1. From the Registration List or the Classlist page, add a new user by clicking the **Add Participant** link.
2. Select the **Create a new participant and add them** option.
3. Choose from the enrollment options.
4. Fill in the fields with the appropriate user information and click **Enroll**.

Import users

To import a number of new users from a text file or an Excel file:

1 From the Registration List or the Classlist page, add an individual existing user by clicking the **Import Participant** link.

2 Choose from the **Import Options**.

3 Select a file containing the users to be imported. The import file type must be plain text (ASCII) or an excel file. Each line in the file must be formatted in the way that is displayed on the page (system administration can set this format). You may browse to your file by clicking the **Browse** button.

4 Click **Import**.

Notes

- When importing an extremely large number of users (files containing a 1000 or more users) you may receive a Timeout Error. If this occurs, contact site administration. They can then use the Manage Bulk Users tool to import those users.
- Site administration can change the required information fields for **Add Participant** and **Import Participant**. Contact site administration for details on how to change required fields.

Unenrolling users

1 From the Registration List, unenroll users from the course by selecting the checkbox beside the user you want to unenroll.

2 Click the **Unenroll** icon.

Note This will not delete the user from the Learning Environment entirely; it will simply remove them from your particular course.

Tracking

1 In the **My Admin Tools** widget, click **Users**.

2 Click the **User Tracking** icon beside a user name to see a detailed history of the user's logins.

3 Click on **Show Details** to see the time of logins and days off between logins.

Self Registration

The Learning Environment's Self Registration tool allows users to enroll themselves in courses that have the Self Registration feature enabled. The self registration process can be completely customized by creating custom registration forms and setting various options to best suit your needs. You can even define whether self registrations require approval before the registrants are fully enrolled in a course.

Once you have set up the Self Registration tool following the procedures in this section, users can simply click the Self Registration link in the My Home navigation bar when they log into the Learning Environment site. They will then be shown a list of courses they are eligible to register for, and can register by clicking on the name of the applicable course and filling out the registration form that displays.

Self Registration gives you the option of allowing only persons that have Learning Environment accounts (existing users) to enroll in a specific course, or allowing both existing and new users to enroll in a course. The latter option is called "external registration," and places a Self Registration link on your organization's Learning Environment login page.

Setting up self registration overview

1. Turn on the applicable DOME variables.
2. Set your Self Registration User Security Permissions.
3. Add Self Registration to your existing courses, or create new courses that use Self Registration.
4. Add the Self Registrations link to your navigation bar.

The following information assumes that the first two steps have been completed successfully.

Enabling self registration in a course offering

To enable Self Registration for your course:

1. Click the **Edit Course** link in the course navbar.
2. On the Edit Course Info page, select **Can Register**.
3. Click **Save Changes**.

Editing self registration settings

To manage the Self Registration settings for your course:

1. Click the **Edit Course** link in the course navbar.
2. Click the **Registration** link.

   The Registration List page is displayed.

Editing registration info

The Registration Info page contains the basic Self Registration settings for the current course. To update your settings from the Registration List page:

1 Click the **Info** link on the Registration List page.

The Registration Info page displays.

2 Type a message in **Course Info**. This text is displayed to users when they begin the Self Registration process for a course. This is typically a description of the course, or other information that users might need before registering.

3 Choose a **Role to Register as** from the drop-down list. This sets the role that users are enrolled as when they self register for this course.

4 Check **Send Enrollment Emails** if you want the Learning Environment to automatically send an emails to users that register in your course. The system will send the "Enrollment" and "New User" email templates to users that are successfully enrolled in the course.

5 Check **Approve Enrollments** if registrations must be approved before registrants are enrolled in and granted access to the course. If unchecked, any users that self register will be automatically enrolled in and granted immediate access to the course (as long as the course is not date-restricted or inactive).

Note If **Approve Enrollments** is checked, users will be shown a message indicating that their registration has been received but is subject to review and approval.

6 Check **Allow New Users** if you want your course to be available to persons that do not already have a user account. If this box is not checked, a person must already have a username and password for your organization's Learning Environment before they can register for your course.

Notes

- If both **Approve Enrollments** and **Allow New Users** are checked, any new users that self register and are not approved will be automatically deleted from the system. They will not gain access to any areas of the Learning Environment unless their registration is approved.
- New users will not be able to self register for courses that have prerequisites associated with them.

7 Click **Add Co-requisites** to add any Co-requisites for the course. Co-requisites are additional org units in which users should be enrolled when they register for the current course. For example, registering in BIOL*101 will automatically register the user in BIOL*102 and BIOL*103 if they are defined as co-requisites.

Editing registration restrictions

The Registration Restrictions page allows you to set date restrictions for enrollment and specify the maximum number of registrations you will accept and any pre- or anti-requisites. To update your restrictions:

1 Access the Registration Restrictions page by clicking the **Restrictions** icon on the Registration List page.

The Registration Restrictions page displays.

2 Check Registration Start Date and Registration End Date and select the appropriate dates from the drop-down lists or calendar icons to specify when registration will begin and end for the current course.

The course will only appear for users on the Self Registration page during the window of time you specify here (courses are always visible for users with cascading permissions). The registration start/end dates are independent of the course start/end dates.

3 Type the maximum number of self registrations for the course in the **Self Registration Limit** textbox.

The Self Registration Limit is compared against the number of users that have self-registered and have an Enrollment Status of either Approved or Unassessed. If the limit is met, the Course Offering will no longer be available for self-registration.

Notes

- An attempt to set the **Self Registration Limit** higher than the value defined in the D2l.Tools.CMS.maxSelfRegistrations DOME variable will cause an error, and the system will automatically insert the maximum valued defined in D2l.Tools.CMS.maxSelfRegistrations.
- Any unapproved enrollments should always be deleted from a course to make room for new registrations.

4 Type an email address in the **Limit Notify Email** field. If/when course enrollment reaches the limit specified in Self Registration Limit, a notification email is sent to the email address in this field.

5 Specify any **Prerequisite Enrollments** by clicking **Add Prerequisites**. Prerequisites are org units to which a user must already belong in order to see the current course in the Self Registration page (users with cascading permissions can see all courses).

6 Specify any **Excluded Enrollments** by clicking **Add Excluded Enrollments**. Excluded enrollments (or anti-requisites) are org units to which a user must NOT already belong in order to see the current course in the Self Registration page (users with cascading permissions can see all courses).

Creating registration forms

A registration form contains fields that users must fill in when registering for a course. A course must have an associated registration form before users can self register for it.

Registration forms can be created at the course offering or organization level. Organization-level forms can be used in all courses. If most of your courses need to gather the same information from users when they self register, it is recommended that you create a standard registration form at the organization level so all courses can use it.

To create a new registration form for a course

1. On the Registration List page, click the **Form** icon, then click **New Form**.

   The Edit Registration Form page is displayed.

2. Type a **Form Name**.

3. Click **Save Form**.

   The icons along the top of the page become active.

4. Click **Add System Field** to insert a standard form field. The system fields that can be added to a registration form are the same as those found in the User Profile (visible in the **Classlist** tool).

   The Add System Field page displays.

5. Check the applicable fields and check the corresponding boxes in the **Is Required** column if they should be required fields.

6. Click **Add**.

   The Add System Field page closes and the selected fields display in the Edit Registration Form page.

7. Click **Add Custom Field** to insert customized fields.

   The Create New Custom Field page displays.

8. Type a **Field Name**.

9. Type a **Field Description**. This text will be displayed to users if they click the grey Help icon next to the field in the registration form.

10. Check **Is Required** if the field is mandatory.

11. Choose a **Data Type** from the drop-down list. This defines what kind of information the field will gather. Depending on the Data Type you choose, you will be presented with additional options:

    - **Drop-down List**, **Check List**, or **Radio Buttons**: type the various values for the field in the fields, and set a **Default Value** by selecting the radio button next to the applicable field. Use the **Add** and **Remove** icons to add/delete options.
    - **Text Input**: specify the **Number of Rows** (height), **Number of Columns** (width), **Maximum Length** (the max number of characters accepted), and any **Default Text** to be displayed in the field before the user types their own text.
    - **Date Input**: set the default date to appear in the field by selecting **Current Date** or **Specific Date**. If you choose **Specific Date**, select the applicable date from the drop-down lists.
    - **Numeric Input**: if applicable, enter a default value.

12. Click **Add**.

    Your new custom field displays in the Edit Registration Form page.

13 Click **Re-Order Fields** to edit the order that your fields are listed in.

The Re-Order Fields page displays.

14 Select a field name from the list and click the **Up** or **Down** arrows to move the field through the list. Repeat for each field until the desired order is achieved.

15 Click **Save**.

16 Click **Delete Fields** to delete any unwanted fields.

The Delete Fields page displays.

17 Check any applicable fields and click **Delete Selected**.

The selected fields are deleted and you are returned to the Edit Registration Form page.

18 Click **Preview Form** to test how your registration form will look.

19 Click **Save Form** when you have completed your form.

20 Click **Go Back** to return to the Manage Registration Forms page.

Associating a registration form with a course

A course must have an associated a registration form before you can list it in the Self Registration page. The information gathered by these fields can be viewed on the Registration Report page. Refer to *Viewing self registration reports*, p. 9, for details.

If a course does not have an associated registration form, a warning will appear on the Course Offering Information page.

1 Click the **Edit Course** link in the course navbar.

2 Click the **Registration** link.

3 Click the **Form** icon.

4 On the Registration Form page, select the radio button next to the applicable registration form.

5 Click **Save**.

The name of the selected registration form is displayed at the top of the page.

Approving and deleting self registrations

Note A user must have the appropriate security permissions to approve or delete enrolments. See the *Site Management* guide for more information.

To approve/delete self registrations

1 Click the **Edit Course** link in the course navbar.

2 Click the **Registration** link.

3 Search for any unapproved registrations by selecting "All unapproved users" from the **Show** drop-down list and clicking **Search**.

4 Click the **View Form** icon beside a user to see the information that the user submitted.

5 Check the boxes beside any users that you need to approve.

6 Click the **Approve Selected** icon to approve (and thereby enroll) all of the selected users.

OR

Click the **Delete Selected** icon to delete the selected users from the course.

Viewing self registration reports

1 Click the **Edit Course** link in the course navbar.

2 Click the **Registration** link.

3 Click the **Report** icon.

4 Under **Search Options**, select **Show Self-Registrations only**.

5 Click **Generate Report**.

Removing self registration from a course

1 Click the **Edit Course** link in the course navbar.

2 On the Edit Course Info page, clear the **Can Register** checkbox.

3 Click **Save**.

Note A course will automatically be removed from the Self Registrations page when it has reached its Self Registration Limit or the End Date specified in the registration restrictions has passed.

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