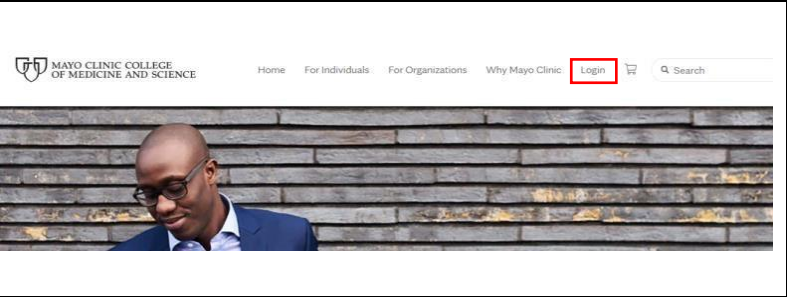
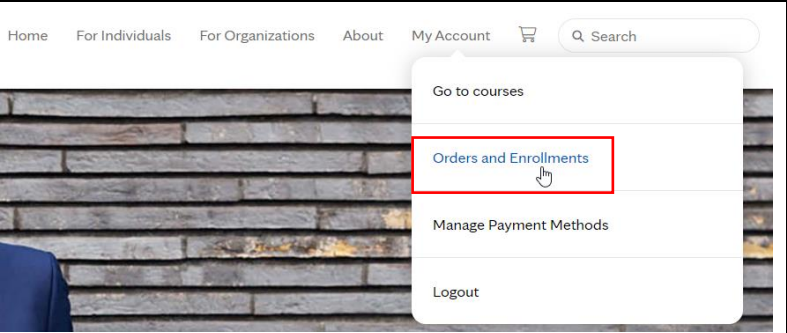


# How to Assign Learners to a Course After Placing a Group Order

|                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>1. Go to <a href="https://executiveeducation.mayo.edu/">https://executiveeducation.mayo.edu/</a> and select <b>Login</b> from the top menu.</div> | <div></div>                                                                                                                                                                                                                                                                                                                 |
| <div>2. Sign in with your username and password.</div>                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                               |
| <div>3. Hover over My Account in the top menu and select <b>Orders and Enrollments</b>.</div>                                                          | <div></div>                                                                                                                                                                                                                                                                                                                 |
| <div>4. Select <b>Manage Enrollments</b>.</div>                                                                                                        | <div><h3>My Account</h3><div><b>Go to courses</b><p>Click the button below to go to your courses.</p><a href="#">Go to courses</a></div><div><b>View order history</b><p>Click the button below to view your order history.</p><a href="#">Go to order history</a></div><div><b>Manage Enrollments</b><p>Click the button below to manage your enrollments.</p><a href="#">Manage enrollments</a></div></div> |

| 6. Enter a name for the list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Name this learner list:<br><input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |  |                                     |                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|-------------------------------------|-----------------------------------------------------|
| 7. Check the box next to the course name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Which course(s) will these learners be assigned to?<br><table border="1"> <thead> <tr> <th colspan="2">Course Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Healthcare Supply Chain - A Mayo Clinic Perspective</td> </tr> </tbody> </table>                                                                                                                                                                                                          | Course Name |  | <input checked="" type="checkbox"/> | Healthcare Supply Chain - A Mayo Clinic Perspective |
| Course Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |  |                                     |                                                     |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Healthcare Supply Chain - A Mayo Clinic Perspective                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |  |                                     |                                                     |
| 8. Select <b>Create list</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <div>Create list</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |  |                                     |                                                     |
| 9. Select <b>Add Learners</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <h2>Manage Learner List</h2> <p><b>Learner List: Test</b></p> <p>To begin, use the Add Learners button to input learner names and e-mail addresses individually, in a group, or with an uploaded CSV spreadsheet. Once you've added learners to this list you will be able to invite them to enroll in the selected course(s).</p> <div> <div>Add Learners</div> <div>Rename this list</div> <div>Delete this list</div> </div>                                                                |             |  |                                     |                                                     |
| 10. Enter learner information using <u>one</u> of three methods:<br><br><p><b>Option 1: Add an individual learner.</b></p> <p>Enter a learner's name and email address. Select <b>Add Repeat</b> for each learner.</p><br><br><br><br><br><br><br><br><br><br><p><b>Option 2: Add multiple learners.</b></p> <p>Enter each learner's information in the box. Each learner must have a separate line. Use the following format:<br/>         mailaddress,firstname,lastname. Select <b>Add</b> when finished.</p> | <p><b>Option 1:</b></p> <p><b>Add an individual learner</b></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <div>Add</div> <p><b>Option 2:</b></p> <p><b>Add multiple learners</b></p> <p>Enter learner details below, 1 line per learner separated by commas, e.g.<br/>         emailaddress,firstname,lastname</p> <div>         test@test.com,firstname,lastname<br/> <br/> <br/> <br/> </div> <div>Add</div> |             |  |                                     |                                                     |

| <p><b>Option 3: Upload a CSV file.</b></p> <p>Prepare a CSV file with learner information.</p> <p>Use one row per learner with the following format: emailaddress,firstname,lastname. Select <b>Upload</b> when finished.</p> <p>Contact <a href="mailto:mcexeced@mayo.edu">mcexeced@mayo.edu</a> if you would like to use a CSV file template.</p>                             | <p><b>Option 3:</b></p> <p><b>Upload learners</b></p> <p>Select a CSV file containing learner details below, 1 line per learner separated by commas, e.g<br/>emailaddress,firstname,lastname</p> <div><div>Choose File</div>Student Import (1).csv</div> <div>Upload</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|---------------|--------|------|------------|------------|-------------------------------------|------|------|------------|-------------------------------------|------|------|------------|-------------------------------------|--|--|--|------------------------------------------------|
| <p>11. Click the check box next to the learner names in the <b>Available Learners</b> section and click <b>Invite selected learners to enroll</b>.</p>                                                                                                                                                                                                                          | <p><b>Available Learners</b></p> <p>These learners are available to be invited for enrollment.</p> <table><thead><tr><th>First Name</th><th>Last Name</th><th>Email Address</th><th>Select</th></tr></thead><tbody><tr><td>████</td><td>████</td><td>██████████</td><td><input checked="" type="checkbox"/></td></tr><tr><td>████</td><td>████</td><td>██████████</td><td><input checked="" type="checkbox"/></td></tr><tr><td>████</td><td>████</td><td>██████████</td><td><input checked="" type="checkbox"/></td></tr><tr><td colspan="3"></td><td>Select All <input checked="" type="checkbox"/></td></tr></tbody></table> <div><div>Invite selected learners to enroll</div><div>Remove selected learners from list</div></div> | First Name    | Last Name                                      | Email Address | Select | ████ | ████       | ██████████ | <input checked="" type="checkbox"/> | ████ | ████ | ██████████ | <input checked="" type="checkbox"/> | ████ | ████ | ██████████ | <input checked="" type="checkbox"/> |  |  |  | Select All <input checked="" type="checkbox"/> |
| First Name                                                                                                                                                                                                                                                                                                                                                                      | Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Email Address | Select                                         |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| ████                                                                                                                                                                                                                                                                                                                                                                            | ████                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ██████████    | <input checked="" type="checkbox"/>            |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| ████                                                                                                                                                                                                                                                                                                                                                                            | ████                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ██████████    | <input checked="" type="checkbox"/>            |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| ████                                                                                                                                                                                                                                                                                                                                                                            | ████                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ██████████    | <input checked="" type="checkbox"/>            |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
|                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               | Select All <input checked="" type="checkbox"/> |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| <p>12. Select <b>Send Invitations</b>.</p>                                                                                                                                                                                                                                                                                                                                      | <p><b>Invite 1 learners from Test to enroll.</b></p> <p>Please confirm that the selected learners are correct. For each invited learner, a purchased enrollment will be utilized.</p> <div><div>Cancel</div><div>Send invitations</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| <p>13. Learners will now be displayed in the <b>Invited Learners</b> section.</p>                                                                                                                                                                                                                                                                                               | <p><b>Invited Learners</b></p> <p>These learners have been sent an invitation to enroll. Once they accept the invitation, they will appear in a list of enrolled learners.</p> <table><thead><tr><th>First Name</th><th>Last Name</th><th>Email Address</th></tr></thead><tbody><tr><td>████</td><td>████</td><td>██████████</td></tr></tbody></table>                                                                                                                                                                                                                                                                                                                                                                               | First Name    | Last Name                                      | Email Address | ████   | ████ | ██████████ |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| First Name                                                                                                                                                                                                                                                                                                                                                                      | Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Email Address |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| ████                                                                                                                                                                                                                                                                                                                                                                            | ████                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ██████████    |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| <p>14. Learners will receive an email from <a href="mailto:noreply@executiveeducation.mayoclinic.org">noreply@executiveeducation.mayoclinic.org</a> with the subject <b>Course enrollment invitation</b>.</p> <p><b>The learner will need to click the link in the body of the email to accept the invitation.</b> Refer the learner to <a href="#">these instructions</a>.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| <p>15. After accepting the invitation, the learners will appear in the <b>Enrolled Learners</b> section. The learners will now have course access.</p>                                                                                                                                                                                                                          | <p><b>Enrolled Learners</b></p> <table><thead><tr><th>First Name</th><th>Last Name</th><th>Email Address</th></tr></thead><tbody><tr><td>████</td><td>████</td><td>██████████</td></tr></tbody></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | First Name    | Last Name                                      | Email Address | ████   | ████ | ██████████ |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| First Name                                                                                                                                                                                                                                                                                                                                                                      | Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Email Address |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |
| ████                                                                                                                                                                                                                                                                                                                                                                            | ████                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ██████████    |                                                |               |        |      |            |            |                                     |      |      |            |                                     |      |      |            |                                     |  |  |  |                                                |

For **technical support**, contact Education Technology Center at 507-266-9087 or [etc@mayo.edu](mailto:etc@mayo.edu). Standard business hours are Monday-Friday, 8 a.m. to 5 p.m., CT.