

HOW TO MANUALLY ENROLL PARTICIPANTS INTO AN RSS SESSION

1. Go to <https://ja.dh.duke.edu/>
2. Login to your account
3. Click "My Account"
4. Scroll to the bottom of the page, under "Series" you will see a list of your RSS series
5. Click the link to the most current grand rounds series (ie. Pharmacology Noon Conference FY18)



SERIES

- [Indian River Multidisciplinary Grand Rounds - FY18](#)
- [Pharmacology Noon Conference - FY18](#)



HISTORY

Orders

[Click here to view your order history.](#)

6. On the following page you will see a list of sessions under your series

FEATURES

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ADD CONTENT

[Session](#)

ADMIN

[Edit Series](#)
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[Members](#)
[PARS](#)

SESSIONS	
Session	Date
Anesthesiology Grand Rounds - FY18	07/05/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	07/12/2017 - 7:00am to 8:00am
Case Presentation - Liver transplantation	07/19/2017 - 7:00am to 8:00am
Opioid Safety: How new North Carolina legislation affects you	07/26/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	08/02/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	08/09/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	08/16/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	08/23/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	08/30/2017 - 7:00am to 8:00am
Anesthesiology Grand Rounds - FY18	09/06/2017 - 7:00am to 8:00am

1 2 3 4 5 6 ▶ ▶▶

7. Click the appropriate session/date that you need to enroll your learners
8. On the following page, click "Enrollments"

ANESTHESIOLOGY GRAND ROUNDS - FY18

VIEW EDIT FACULTY COURSE OUTLINE **ENROLLMENTS** COURSE REPORTS REVISIONS CLONE

FEATURES
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SPEAKER NAME:
Padma Gulur, MD

LOCATION:
Duke North 2001
Durham, NC 27701
United States
See map: [Google Maps](#)

SESSION DATE:
Wednesday, August 2, 2017 - 7:00am to 8:00am

CREDIT:
1.00 AMA PRA CATEGORY 1 CREDIT™

SMS CODE
ZUDLET



9. On the following page, towards the top of the page, click “Search and Enroll”


View Edit Faculty Course outline Enrollments Course reports Revisions

Administer **Search and enroll** Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Anesthesiology Grand Rounds - FY18: Search and Enroll

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Search and enroll

Username User: E-mail First name Last name



10. On the following page, in the boxes titled “First name” and “Last name”, type the learners first/last name, click “Apply”

View Edit Faculty Course outline Enrollments Course reports Revisions


Administer **Search and enroll** Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Anesthesiology Grand Rounds - FY18: Search and Enroll

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Search and enroll

Username User: E-mail First name Last name

Operations 0 rows selected



11. On the following page, you will see the person’s name with a check box to the left of their name, click the checkbox to place a checkmark in the box and click “Enroll user” (If their name does not appear, this means they do not have account in the system)

View Edit Faculty Course outline Enrollments Course reports Revisions
Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Anesthesiology Grand Rounds - FY18: Search and Enroll

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Search and enroll

Username User: E-mail First name Last name

Kristen Chu

Operations

Enroll user 1 row selected ([reset](#))

<input type="checkbox"/>	Username	E-mail
<input type="checkbox"/>	Kristen Schumacher	kristen.a.schumacher.ctr@mail.mil
<input type="checkbox"/>	Kristen SCHUMACHER	kschumacher@deloitte.com
<input checked="" type="checkbox"/>	Kristen Chu	kristen.chu@duke.edu

12. On the following page click “Confirm”

View Edit Faculty Course outline Enrollments Course reports Revisions
Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Are you sure you want to perform *Enroll user* on the selected items?

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Search and enroll

You selected the following item:

- Kristen Chu

13. Towards the top of the page, click “Administer”

View Edit Faculty Course outline Enrollments Course reports Revisions
Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Anesthesiology Grand Rounds - FY18: Search and Enroll

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Search and enroll

14. On the following page, click the checkbox to the left of their name

View Edit Faculty Course outline Enrollments Course reports Revisions My account Log out

Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

- Any - Apply

Operations

Edit enrollment Mark user attended Mark user not attended Remove enrollment Send e-mail 1 row selected (reset)

<input type="checkbox"/>	Name	E-mail	First name	Last name ^	Enrollment created	Enrollment started	Enrollment ends	Attended	Type
<input type="checkbox"/>	Thomas Buchheit	Thomas.Buchheit@duke.edu	Thomas	Buchheit	08/02/2017 - 7:48am	08/02/2017 - 7:48am		Attended	Course signup
<input type="checkbox"/>	Abby Buschak	abuschak@gmail.com	Abby	Buschak	08/02/2017 - 7:16am	08/02/2017 - 7:16am		Attended	Course signup
<input type="checkbox"/>	Jessica Carter	j.e.carter@dm.duke.edu	Jessica	Carter	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup
<input type="checkbox"/>	Anne Castro	Anne.castro@duke.edu	Anne	Castro	08/02/2017 - 7:52am	08/02/2017 - 7:52am		Attended	Course signup
<input type="checkbox"/>	Amon Chamkasem	aac32@duke.edu	Amon	Chamkasem	08/02/2017 - 7:18am	08/02/2017 - 7:18am		Attended	Course signup
<input type="checkbox"/>	An Chen	an.chen@dm.duke.edu	An	Chen	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup
<input checked="" type="checkbox"/>	Kristen Chu	kristen.chu@duke.edu	Kristen	Chu	08/02/2017 - 8:34am	08/02/2017 - 8:34am			Bulk enrollment
<input type="checkbox"/>	Sarah Cotter	sarah.cotter@duke.edu	Sarah	Cotter	08/02/2017 - 7:20am	08/02/2017 - 7:20am		Attended	Course signup
<input type="checkbox"/>	Theresa Crowgey	Theresa.crowgey@duke.edu	Theresa	Crowgey	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup
<input type="checkbox"/>	Guy Dear	jdwal55@gmail.com	Guy	Dear	08/02/2017 - 7:19am	08/02/2017 - 7:19am		Attended	Course signup

« first < previous 1 2 3 4 5 6 7 8 9 next > last »

15. Click “Mark user attended”

View Edit Faculty Course outline Enrollments Course reports Revisions My account Log out

Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

- Any - Apply

Operations

Edit enrollment Mark user attended Mark user not attended Remove enrollment Send e-mail 1 row selected (reset)

<input type="checkbox"/>	Name	E-mail	First name	Last name ^	Enrollment created	Enrollment started	Enrollment ends	Attended	Type
<input type="checkbox"/>	Thomas Buchheit	Thomas.Buchheit@duke.edu	Thomas	Buchheit	08/02/2017 - 7:48am	08/02/2017 - 7:48am		Attended	Course signup
<input type="checkbox"/>	Abby Buschak	abuschak@gmail.com	Abby	Buschak	08/02/2017 - 7:16am	08/02/2017 - 7:16am		Attended	Course signup
<input type="checkbox"/>	Jessica Carter	j.e.carter@dm.duke.edu	Jessica	Carter	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup

16. On the following page, click “Confirm”

View Edit Faculty Course outline Enrollments Course reports Revisions My account Log out

Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Are you sure you want to perform *Mark user attended* on the selected items?

Home / Anesthesiology Grand Rounds - FY18 / Anesthesiology Grand Rounds - FY18 / Administer

Signup summary

Signups are Open Update

Total signups 88
 Signup slots used 88
 Signup limit [0](#)

You selected the following item:

- Kristen Chu's enrollment in Anesthesiology Grand Rounds - FY18

Confirm Cancel

17. To be sure the correct date (**conference date**) is reflected on the learner’s transcript, click the check box next to the learner’s name, click “Edit enrollment”

Operations									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 row selected (reset)				
<input type="checkbox"/>	E-mail	First name	Last name	Enrollment created	Enrollment started	Enrollment ends	Attended	Type	
<input type="checkbox"/>	Thomas Buchheit Thomas.Buchheit@duke.edu	Thomas	Buchheit	08/02/2017 - 7:48am	08/02/2017 - 7:48am		Attended	Course signup	
<input type="checkbox"/>	Abby Buschak abuschak@gmail.com	Abby	Buschak	08/02/2017 - 7:16am	08/02/2017 - 7:16am		Attended	Course signup	
<input type="checkbox"/>	Jessica Carter j.e.carter@dm.duke.edu	Jessica	Carter	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup	
<input type="checkbox"/>	Anne Castro Anne.castro@duke.edu	Anne	Castro	08/02/2017 - 7:52am	08/02/2017 - 7:52am		Attended	Course signup	
<input type="checkbox"/>	Arnon Chamkasem aac32@duke.edu	Arnon	Chamkasem	08/02/2017 - 7:18am	08/02/2017 - 7:18am		Attended	Course signup	
<input type="checkbox"/>	An Chen an.chen@dm.duke.edu	An	Chen	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup	
<input checked="" type="checkbox"/>	Kristen Chu kristen.chu@duke.edu	Kristen	Chu	08/02/2017 - 8:34am	08/02/2017 - 8:34am		Attended	Bulk enrollment	
<input type="checkbox"/>	Sarah Cotter sarah.cotter@duke.edu	Sarah	Cotter	08/02/2017 - 7:20am	08/02/2017 - 7:20am		Attended	Course signup	
<input type="checkbox"/>	Theresa Crowgey Theresa.crowgey@duke.edu	Theresa	Crowgey	08/02/2017 - 7:15am	08/02/2017 - 7:15am		Attended	Course signup	
<input type="checkbox"/>	Guy Dear idwal55@gmail.com	Guy	Dear	08/02/2017 - 7:19am	08/02/2017 - 7:19am		Attended	Course signup	

« first < previous 1 2 3 4 5 6 7 8 9 next > last »

18. On the following page, under “Set completion date to”, select the conference date, repeat this step for “Set started date to”, click “Next”

View Edit Faculty Course outline Enrollments Course reports Revisions

Administer Search and enroll Waitlist Settings Import Imported records Signup broadcast Sign-in sheet

Signup summary

Signups are

Total signups 89
 Signup slots used 89
 Signup limit [0](#)

Extend course enrollment until
 The date when the user will not be able to access the course.

Date Time
 E.g., 2017-08-02 E.g., 08:46

Set completion status to
 This will change a user's course completion. Set this to incomplete to re-evaluate all requirements. Courses will never be automatically un-completed once they have been marked completed.

Set completion date to
 The date of completion.

Date Time
 E.g., 2017-08-02 E.g., 08:46

2017-07-06 08:34

Set started date to
 The date the user started the course.

Date Time
 E.g., 2017-08-02 E.g., 08:46

2017-08-02 08:34

Set completion status

19. On the following page, click “Confirm”

Are you sure you want to perform *Edit enrollment* on the selected items?

[Home](#) / [Anesthesiology Grand Rounds - FY18](#) / [Anesthesiology Grand Rounds - FY18](#) / [Administer](#)

Signup summary

Signups are

Total signups 89
Signup slots used 89
Signup limit [0](#)

You selected the following item:

- Kristen Chu's enrollment in Anesthesiology Grand Rounds - FY18



20. The learner has now been enrolled into the conference on the appropriate date