

MANUALLY ENROLLING A LEARNER INTO AN RSS SESSION

1. Go to <https://ja.dh.duke.edu>, click on **DUKEHealth JA** in the upper right hand corner of the screen, login with your Net ID and Password



You are on the correct Duke login page if the above begins w

NetID

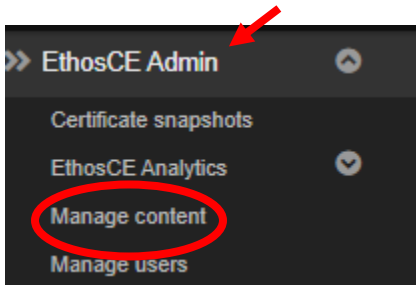
Current students, faculty, staff, sponsored guests



2. In the upper left hand corner of the screen, select **Manage**



3. Under EthosCE Admin, select **Manage content**



4. Type the name of your series in the text box under **Title contains** (ie. Anesthesiology Grand Rounds 2022), click on the down arrow under **Type** and select **Series**, click **Apply**

The screenshot shows a form with the following elements:

- Title contains:** A text box containing "Anesthesiology Grand Rounds 2022".
- Type:** A dropdown menu with "Series" selected. Other options include News item, Poll, Product, Quiz, Quiz directions, Quiz page, Session, and Short answer question.
- Published:** A dropdown menu with "- Any -" selected.
- Author:** An empty text box.
- Apply:** A button circled in red.
- Operations:** A section with a dropdown menu set to "- Choose an operation -" and an "Execute" button.
- Table:** A table with columns "Title", "Type", and "Author". It contains three rows, each with a checkbox, the text "Anesthesiology Grand Rounds 2022", "Session", and "Brandie Jones".

5. Under **Title**, click on your series (ie. Anesthesiology Grand Rounds 2022)

The screenshot shows a table with the following elements:

- Title:** A blue header with a red arrow pointing to it.
- Table:** A table with one row containing a checkbox and the text "Anesthesiology Grand Rounds 2022". A red arrow points to this text.

6. Under **Session/Date**, click on the session/topic/date you wish to manually enroll a learner (ie. "topic" 01/05/2022 – 7:00am to 8:00am EST)

The screenshot shows the following page structure:

- Header:** "ANESTHESIOLOGY GRAND ROUNDS 2022"
- Left Sidebar:**
 - FEATURES:** Home, Sessions
 - ADMIN:** Group report, PARS
- SESSIONS Table:**

Session	Date
Duke's Legacy in Organ Transplantation	01/05/2022 - 7:00am to 8:00am EST
Postoperative Respiratory Depression: From the PACU to the World	01/12/2022 - 7:00am to 8:00am EST

7. On the following page, click on **Enrollments**

DUKE'S LEGACY IN ORGAN TRANSPLANTATION

VIEW **ENROLLMENTS** COURSE REPORTS

FEATURES
[Home](#)
[Sessions](#)

Add to calendar:
G+ Y 9

ADMIN
[Group report](#)

SESSION DATE:
01/05/2022 - 7:00am to 8:00am EST

SPEAKER NAME:
Stuart Knechtle, MD

8. On the following page, click on **Search and Enroll**

View Enrollments Course reports

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

9. In the **First Name** and **Last Name** text box, enter the first and last name of the person you are enrolling, select **Apply**

View Edit Enrollments Reminders Faculty Course outline Course reports Repeat this session

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

Username User: E-mail **First name** **Last name** **Apply**

10. Select the checkbox next to the learners name, click on **Enroll user** and **Confirm**

Operations

Enroll user 1 row selected (reset)

<input type="checkbox"/>	Username	E-mail	First name	Last name
<input checked="" type="checkbox"/>	rbritt77	jones327@mc.duke.edu	Robin	Britt

You selected the following *item*:

- Robin Britt

11. On the following page, the name of the learner will appear

Operations

<input type="checkbox"/>	Username	E-mail	First name	Last name
<input type="checkbox"/>	rbritt77	jones327@mc.duke.edu	Robin	Britt

12. Select the **checkbox** next to the learners name, click **Mark user attended** and **Confirm**

Operations

<input type="checkbox"/>	Username	E-mail	First name	Last name
<input checked="" type="checkbox"/>	rbritt77	jones327@mc.duke.edu	Robin	Britt

You selected the following *item*:

- Robin Britt's enrollment in Radiology Grand Rounds 2022

13. Again, select the **checkbox** next to the learners name, click **Edit enrollment**

Operations

<input type="checkbox"/>	Username	E-mail	First name	Last name
<input checked="" type="checkbox"/>	rbritt77	jones327@mc.duke.edu	Robin	Britt

14. On the following page, enter the date that ***the conference took place*** under **Set completion date to** (make sure a time is entered in the time text box), click **Next** and **Confirm**

Set completion date to
The date of completion.

Date E.g., 12/17/2021	Time E.g., 01:19pm
<input type="text" value="12/17/2021"/>	<input type="text" value="01:08pm"/>

[▶ Set completion status](#)

[Cancel](#)

You selected the following *item*:

- Robin Britt's enrollment in Radiology Grand Rounds 2022

15. THE LEARNER HAS BEEN ENROLLED IN THE SESSION