



How To: Enroll a Current Student to a Course

Step 1

Click on the search icon in the upper right-hand side of your dashboard



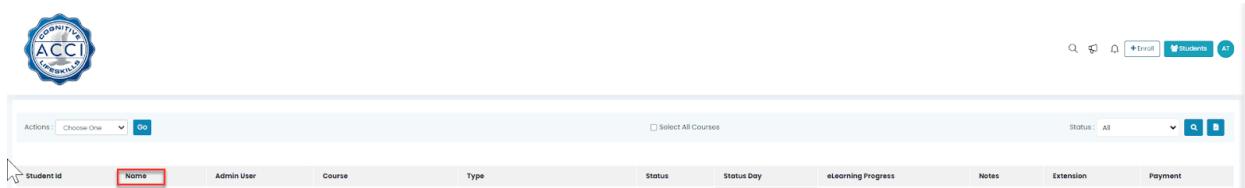
Step 2

Search by the students first name, last name, or email address



Step 3

Click on the students name



Step 4

Click on +Add Course - the next window will show you the courses that have been assigned, the status, and when it was created/assigned.



Step 5

Once you have confirmed you want to move forward with the course assignment, select +Add Course



Step 6

Select the Referral Type and Course Name (You have to select the referral type in order for the course name options to appear).

Step 7

Click Save. This will assign the course and send a notification to the student.