

Deltek Learning Zone

How to Enroll and Drop Users as a POC



Enroll Users in a Learning Path or Course

As a Point of Contact (POC), you are able to enroll all other users in learning paths or courses via the following steps.



Enroll Users in a Course

The following enrollment steps apply when enrolling users in a selected course:

- 1 On the Course Profile screen click **Enroll Students**.
- 2 On the Class Enrollment screen, click **Select Students**.



Note: Leaving the **Search Field** blank and pressing the **Search** button will return a list of all student in the database.

From this list you can then check selected names, or use the check all button at the top of the list, to quickly mark multiple students for enrolment.

- 3 Add users from the **Select Students List**. From this list you can then check selected names, or use the **check all** button at the top of the list, to quickly mark multiple students for enrolment.

- 4 Click **Confirm Selection**.

- 5 Click **Enroll**.



Note: POCs have the option to enroll users at the Learning Search Page or within the Learning Profile Page.

Course Profile

Costpoint Fundamentals Series: Touchpoints Process Flow - Video

Description: This learning video focuses on the complex interactions between the operating domains and modules within Costpoint. It also provides details on how to make use of the process flow diagrams to graphically depict the exchange of data and the dependencies that exist between applications, modules, and products.

There is no student progress yet

Class Enrollment

Costpoint Fundamentals Series: Touchpoints Process Flow - Video

Instructors: N/A
Status: In Progress
Class Duration: 10/14/2022 -
URL/Physical Address: TBD

Enroll Students

Click on the link below to search for learners to enroll in this class. To drop a student from the class, click on the icon to drop the student. Dropped students may be re-enrolled in the same class, or enroll in a different class for this course, if applicable.

Select Students

Search for Employees

SEARCH

Q Search

Results

NAME
Admin User
Fina Shipley
Pete Lapuz

Select Students

Current Selection

NAME	ACTIONS
Fina Shipley	✕
Pete Lapuz	✕
Laura Gettings	✕
Fides Dayrit	✕

Confirm Selection

Enroll Cancel

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Enroll Users in a Learning Path

The following enrollment steps apply when enrolling users in a selected learning path:

1 In the **Learning Search Page**, select your preferred learning path from the list.

2 Click the **Actions** button.

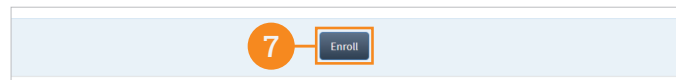
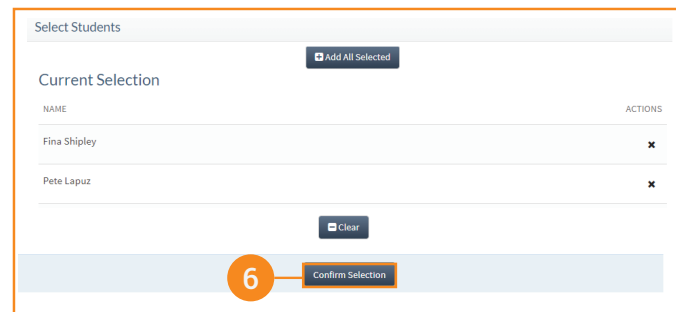
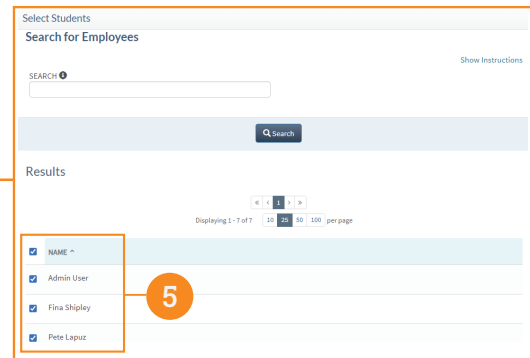
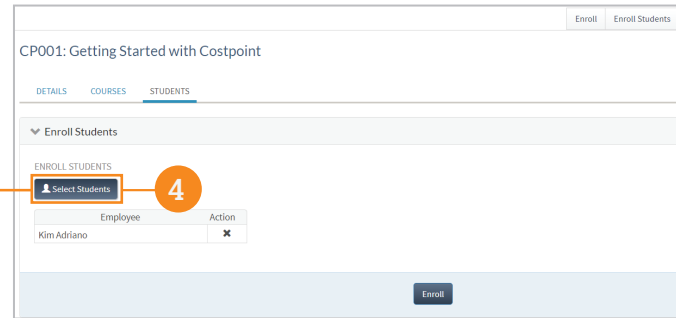
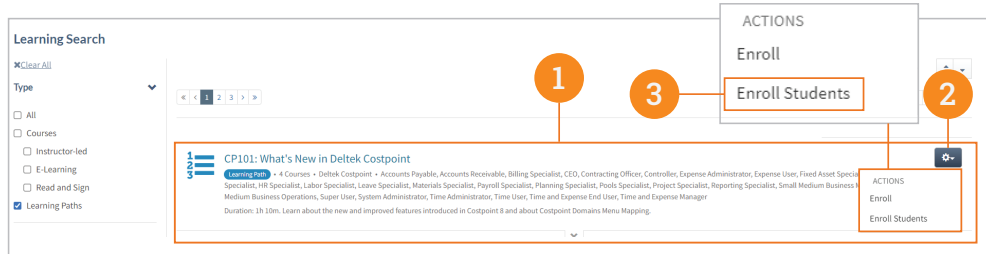
3 Click **Enroll Students**.

4 On the **Students** tab, click **Select Students**.

5 Add users from the **Select Students List**.

6 Click **Confirm Selection**.

7 Click **Enroll**.



Note: Leaving the **Search Field** blank and pressing the **Search** button will return a list of all student in the database. From this list you can then check selected names, or use the check all button at the top of the list, to quickly mark multiple students for enrolment.

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How to Enroll and Drop Users as a POC



Drop Users from a Learning Path, Course or Class

As a Point of Contact (POC), you can also drop enrolled users from a learning path, course or class. When a user is dropped, waitlisted users will be automatically enrolled to the learning path or course in a **first-in, first-out** basis.



Drop Users enrolled in a Learning Path or Course

The following steps apply when enrolled users are dropped by a POC from a learning path or course:

- 1 On the **Users** screen, select the preferred User Profile.
- 2 On the **User Profile** screen, select the learning path or course that the user will be dropped from.
- 3 Click **Drop Student**.
- 4 On the dialogue box, click **OK** to confirm.

LEARNING_PATH ^	ENROLLMENT STATUS ^	LEARNING_PATH STATUS ^	PERCENT COMPLETE	DATE ENROLLED ^	DATE COMPLETED ^	ACTION(S)
CP100: Understanding Costpoint Accounting - General Ledger	Enrolled	Open	60.00	5/21/2020, 12:58 AM (CDT)	N/A	
CP103: Understanding Costpoint Accounting - Accounts Receivable	Enrolled	Open	66.66	5/21/2020, 12:55 AM (CDT)	N/A	

COURSE ^	TYPE	NEXT CLASS DATE	CLASS STATUS ^	ENROLLMENT STATUS ^	ACTION(S)
Costpoint Accounts Payable Series: Overview and Controls - Recorded Session	E-Learning	N/A	In Progress	Enrolled	
Costpoint Administrator Series - Self-paced Learning	Read and Sign	N/A	In Progress	Enrolled	



Drop Users enrolled in a Class

The following steps apply when enrolled users are dropped by a POC from a class:

- 1 On the **Class Roster** section of the **Course Profile** screen, click **Drop Student**.
- 2 On the dialogue box, click **OK** to confirm.

STUDENT	STUDENT LEARNING LOCATION PREFERENCE	ACTIONS
1 Valerie Danielson	Remote	
2 Kim Adriano	Remote	
3 Pauline Avelino	Remote	
4 Pat Ortega		

Are you sure you want to drop this student from the class?

OK Cancel



Questions? Email us at DeltekUniversity@dlz.deltek.com.