

# 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**.

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:** 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.



**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 Charts - Recorded Session

DESCRIPTION: In this 2-hour course, it will focus 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. This course is part of the Fundamentals Series.

DURATION: None Specified

> More Information

Launch E-Learning Course

There is no student progress yet

**Class Enrollment**

Costpoint Fundamentals Series: Touchpoints Process Flow Charts - Recorded Session

Instructors	Deltek University Admin
Status	In Progress
Class Duration	N/A
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.

ENROLL STUDENTS

Select Students

**Select Students**

Search for Employees

SEARCH

Q search

Results

Displaying 1 - 7 of 7

NAME	ACTIONS
<input checked="" type="checkbox"/> Admin User	
<input checked="" type="checkbox"/> Fina Shipley	
<input checked="" type="checkbox"/> Pete Lapuz	

**Select Students**

Add All Selected

Current Selection

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

Clear

Confirm Selection

Enroll Cancel

# Deltek Learning Zone

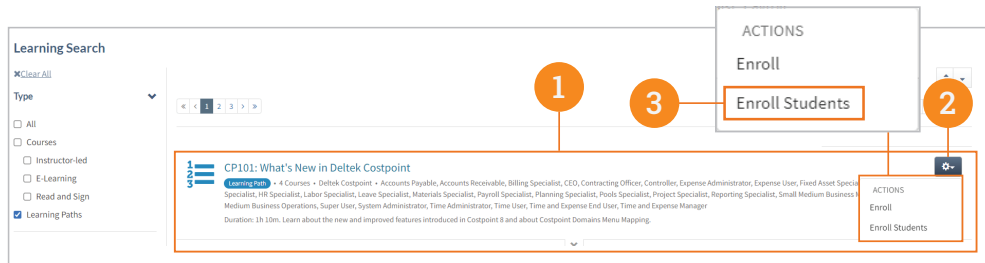
## How to Enroll and Drop Users as a POC



### 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**.

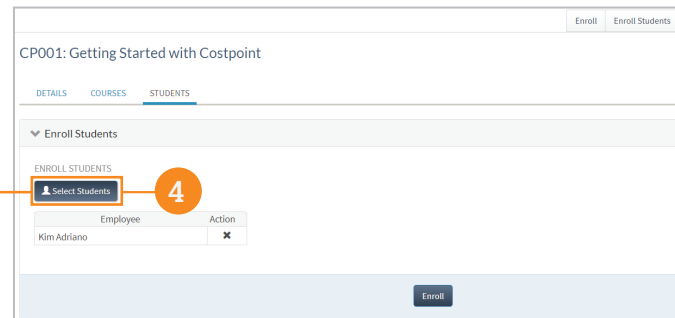


- 4 On the **Students** tab, click **Select Students**.

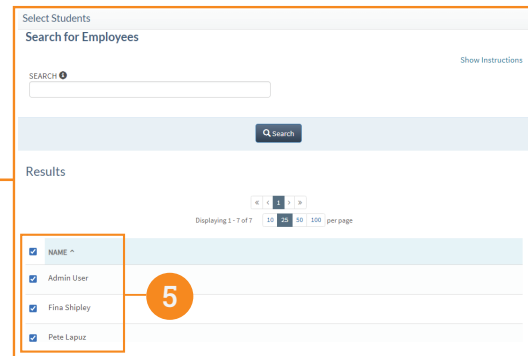


**Note:** Leaving the **Search Field** blank and pressing the **Search** button will return a list of all student in the database. From this list you can then check selected names, or use the check all button at the top of the list, to quickly mark multiple students for enrolment.

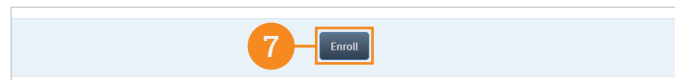
- 5 Add users from the **Select Students List**.



- 6 Click **Confirm Selection**.



- 7 Click **Enroll**.



# Deltek Learning Zone

## 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?

**2**



Questions? Email us at [DeltekUniversity@dlz.deltek.com](mailto:DeltekUniversity@dlz.deltek.com).