

# Assign Users in TRAIN – How To

The Assign Users functionality in TRAIN allows administrators and course providers to add existing users to a courses' roster. Once added, administrators and course providers can adjust the registration record for those users as needed.

## Sections:

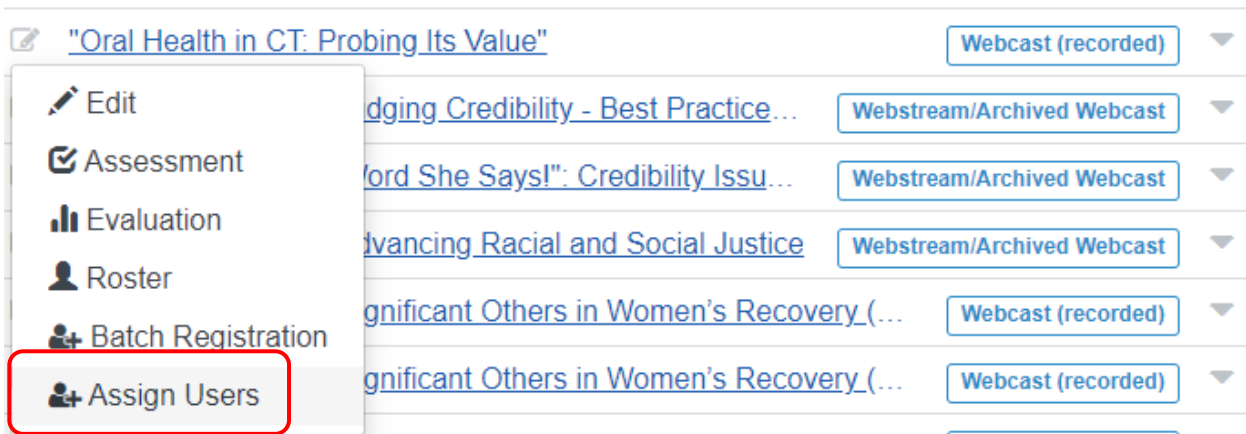
[Where can I access this functionality?](#)

[What does it do and how do I use it?](#)

## Where can I access this functionality?

The Assign Users functionality is available within the admin course search through the edit menu on the left side of the course record, the edit menu within the admin course details view of the course, or from within the course roster. Each location is shown below. Access to this functionality is given to those users with the “Batch Registration Manager” role at a group level where the course is available and to Course Providers who have edit rights to the course. Currently, this functionality is not available to the Live Event (In Person), Live Event (Online), Exercise, or Conference course types.

Admin course search through the edit menu on the left side of the course record





Edit menu within the admin course details view of the course


# "Oral Health in CT: Probing Its Value"


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Edit ▾


 Edit

 Assessment

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 Roster

 Batch Registration

 **Assign Users**

Webcast (Recorded)

ID 1054432

Skill Level: Introductory

★★★★☆ (2 Ratings)

The Keynote speaker was Dr. Norman Tinanoff, Chai Coalition, Advocacy and Legislative Committee.

Conference topics include:

State Oral Health Improvement Plan 20

Within the course roster

Close

["Oral Health in CT: Probing Its Value"](#) > Roster

Batch Registration

**Assign Users**

## What does it do and how do I use it?

The purpose of the Assign Users functionality is to assign existing users in TRAIN to the course roster and give the administrator or course provider the ability to adjust those registration records as needed.

When you access the Assign Users interface, as shown below, you can search for users by entering in their name, email, or login name in the search box. Once you have found the user you are looking for, click the “+” button on the left hand side to select the user. The available users list shows up to 10 users at a time. If there are more than 10 users listed, the list will be paginated.

CloseAssign Users

[Academic Health Departments and the AHD Learning Community Recorded Webinar \(May 17th\)](#) > Assign Users

Selected Users

Please select at least one user

Available Users

Search Users Add multiple users by ID

Q Filter By Group

Select all

	Name	Login	Email
<span>+</span>	O'bri, Jane		MaskedEmail.679...
<span>+</span>	(Baker) Wax, Amber		MaskedEmail.238...
<span>+</span>	(Barnett) Adderley, Monica		MaskedEmail.190...
<span>+</span>	(Bennett) Feldpausch, Rebecca		MaskedEmail.106...
<span>+</span>	(Brown) Fields, Jessica		MaskedEmail.355...
<span>+</span>	(Burke) Wilson, Crystal		MaskedEmail.931...
<span>+</span>	(Cronin) Worrell, Dorothy		MaskedEmail.411...
<span>+</span>	(Family Planning National Training Center) ISI		icivaheservicauser

Click here to filter the user list by group

Search here using name, email, or login name

Click here to select the user.

Alternatively, you can filter your available users list by group. Once you click the “Filter By Group” button found to the right of the search box, the below interface opens. Here you can type in the name of your group to search for it, enter the group ID if known, or find the group listed within the tree structure and check the box to the left of the group by which you want to filter your available users list. Once you have the desired group or groups in the “Selected Groups” list, click the “OK” button in the bottom right.

### Choose Groups



**Selected Groups**

National/Alaska

#### Add More Groups

Search by any part of group name or by group ID



▶ ☐ Curated Content

▼ ☐ National

- ▶ ☐ International
- ▶ ☐ \_National Course Providers
  - ☐ Affiliate Administrator
- ▶ ☐ Alabama
- ▶ ☒ Alaska
  - ☐ American Samoa
- ▶ ☐ Arizona
- ▶ ☐ Arkansas
- ▶ ☐ California
- ▶ ☐ CDC

Cancel

OK

Another option to select users is by user ID. By clicking the “Add multiple users by ID” found above the search box, you are given the option to insert multiple user ID to add to you selected users list. Enter in the ID’s, separated by a return, space, or comma, and then click the “Add” button on the right side.

### Available Users

Search Users








Add multiple users by ID

Separate User IDs by carriage returns, spaces, or commas. Enter up to 1000 IDs at a time.

Add

When selecting users from the available users list, you also have the option to “Select all.” This option can be useful if you need to add all users from a specific group. Once you click the “Select all” button, the users will be listed as a combined row within the selected users list at the top of the page as shown below.

Selected Users

Name	Login	Email
 Adzima, Jennifer		MaskedEmail.900...
 Aitken, Lia		MaskedEmail.215...
 Aimonetti, Laura		MaskedEmail.154...
 Aiello, Cynthia		MaskedEmail.5...
 3690 users from search results, for groups: Educational Institutions, Business		
 7 users from search results, for groups: Environment Department		

« < 1 2 > »

When added using the “Select all” button.

Once you have selected the users that you want to add to the course roster, they will be listed in the “Selected Users” section at the top of the page. The selected users list shows up to 10 users at a time. If there are more than 10 users, the list will be paginated. If you have all the users you need listed, click the “Assign Users” button in the top right to assign the users to the course roster.


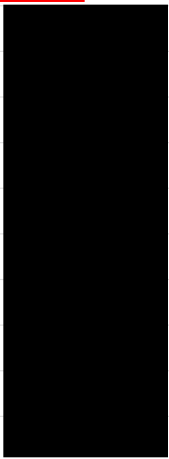









Close

Assign Users

Academic Health Departments and the AHEC Community Recorded Webinar

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Selected Users

Name	Login	Email
 Abainza, Meleah Mhay		MaskedEmail.102...
 Abbott, Dave		MaskedEmail.243...
 Abrego, Camille		MaskedEmail.899...
 Acheson, Darrell		MaskedEmail.222...
 Aaa, aaaa		MaskedEmail.183...
 Acuna, Decirine		MaskedEmail.110...
 Acuna, Decirine		MaskedEmail.114...
 Ackley, Patricia		MaskedEmail.126...
 Acuna, Deci		MaskedEmail.115...
 Achee, Evelina		MaskedEmail.183...

« < 1 2 > »

Click here to assign the users to the course roster.

Confirm the course assignment

Please confirm the course assignment. If you would like to add anything to the standard notification, please enter your message below:

B I H [List Icon] [List Icon] [Quote Icon] [Link Icon] [Image Icon] [Attachment Icon]

Preview

Your comments here

Cancel

Assign

Assign and Notify

Processed 31% users

Close

Assign Users

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Successfully assigned: 3711 users

Once you are on the roster page, all of the users you just added to the roster will be pre-selected as show below. There will also be a filter added, also shown below, that will only show those users just added. The users are added in the “Not Started” status. At this point, you can close out of the roster if you do not need to adjust the users’ registration records any further. Alternatively, you can remove the “Showing Only The Most Recent User Assignments, Selected For Bulk Actions” filter to view all users on the course roster.

Close

[Academic Health Departments and the AHD Learning Community Recorded Webinar \(May 17th\) > Roster](#)

Batch Registration  
Assign Users

Q

Actions 3711
Tools

All
Active
Inactive

Registered: 30 ?

Showing Only The Most Recent User Assignments, Selected For Bulk Actions x

Name ^	Status	Pre-assmt.	Final Score
All 3711 records are selected.			
<input checked="" type="checkbox"/> <span style="margin-left: 5px;">Aaa, aaaa</span>	Not Started		
<span style="color: #0056b3;">MaskedEmail.1836346...</span>			
<input checked="" type="checkbox"/> <span style="margin-left: 5px;">Aardema, Katrina</span>	Not Started		
<span style="color: #0056b3;">MaskedEmail.1730226...</span>			

Filter to only show those users just added.

Users added through the “Assign Users” interface, pre-selected

If you do need to adjust the newly added users’ registration records, you can do that now. You can do this for all of the users, or select a sub-set of the users. To select a sub-set you can click on the checkbox to the left of the “Name” column header. This will un-select all users and you can then check the box to the left of the users for which you wish to adjust the registration records. To select all users again, click the checkbox to the left of the “Name” column header then click the “Select all ### records” link that will appear.

☒
Name ^

Status

All 3711 records are selected.

☒
Aaa, aaaa
Not Started

MaskedEmail.1836346...

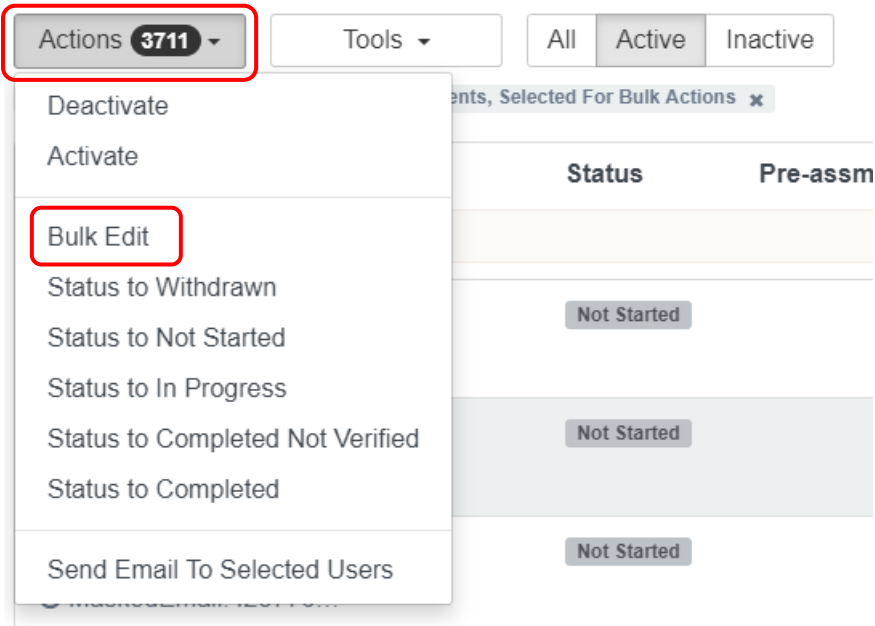
☒
Aardema, Katrina
Not Started

MaskedEmail.1730226...

Click to remove checkmark and un-select all users.

Click again to check the box and be able to select all users.

Once you are ready to adjust the newly added users' registration records, click on the "Actions" dropdown under the search bar and then the "Bulk Edit" option.



You will be presented with the below window to edit the users' registration records. Here you can set the registration status, enter the pre-assessment or final score, and enter the completion date if necessary. While not show here, you can select the credit type as well if there are credit types available for the course. You can only enter a completed date if you select a terminal registration status. Updates will only be made if the checkbox to the left of the field is checked. This will happen by default once you enter a value into the field. If you enter a target date value, this will appear when the user views the course details page for the course. Click the "Save" button on the bottom right once you have completed your selections. You have now added users to the roster and updated their registration status.

Bulk Edit

Status

☐ Please select a status

Completed

☐ Completed Date

Pre-Assessment Score

☐  points ☐  %

Final Score

☐  points ☐  %

Target Date

☐ Target Date

Cancel

Save