



## **MarineNet Learning Management System (LMS)**

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### **Training Manager's Guide**

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College of Continuing Education (CCE)  
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### Revision History

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01-29-2004	1.3	Update	Major Tom Wright, CCE

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## 1. Introduction

The MarineNet Learning Management System provides a suite of utilities to help system users perform various training management functions. The Training Manager role is intended to provide functionality for unit Training Officers, unit Training Non-commissioned Officers (NCOs) or organizational training managers who are responsible for managing the training progress of students in their respective reporting unit (RUC/MCC) or organization.

## 2. Training Manager (TM) Privileges

When a Training Manager (TM) logs in to MarineNet, the first screen displayed is the MarineNet homepage. An Administration drop down menu is available at the bottom center of the screen.



Figure 1. MarineNet Home Page

This guide will show a TM how to accomplish the following:

- Account Unlocking
- Bulk Enrollment
- Enrollment Management
- Proctor Password Search
- Web Reporting

A TM will have access to these items from the Administration drop down menu based upon their role assignment. To see what role is assigned, select Account Information from the left menu. Figure 2 identifies the Account Type as a Training Manager.

**MarineNet**  
Welcome! TEST T STUDENT11

**Account Information**

If you change any of the information below, click the "Update" button at the bottom of the table to save the changes.  
Please Note: Only First Name, Password, Lock Status and E-mail can be changed from this screen, please contact your unit personnel section to change any additional data.

Student ID:	185706
Account Type:	Training Manager
Last Name:	STUDENT11
Middle Initial:	T
First Name:	TEST <span style="color: red;">Required</span>
New Password:	*****
Social Security Number:	T00-00-0011
Grade:	E4
Service Component:	USMC Active Duty
Lock Status:	<input type="checkbox"/> Locked
RUC/MCC:	54900233
Organization:	MARINE BARRACKS
MOS:	T001
Access Level:	3 - Full Access to all Courseware

Administrators Account Unlocks Web Links MO Online

Figure 2. Account Information

From the Account Information screen, a TM can also change their password, change their first name, and set an e-mail address.

Help is also accessible from the left menu. Help focuses on providing help for basic student functions and does not provide information on System Administrator or Training Manager specific functions.

### 3. TM Account Unlocking

#### DESCRIPTION:

TMs have the ability to unlock user accounts from MarineNet. TMs can only unlock user accounts for students in the same unit/organization (RUC/MCC) as the TM. The account unlock capability can be selected from the Administration drop down menu located at the bottom of the MarineNet homepage. The TM has the ability to search for user accounts from their unit by SSN or last name and unlock the account.

#### PROCESS STEPS:

Training Managers are able to unlock the user accounts (within their unit) from within MarineNet. TM will search the user account from their unit or organization either by SSN or last name and unlock the account.

Following are the steps required to unlock the user account:

- Login as TM to MarineNet
- Select "Account Unlocking" from the Administration drop down menu (see Figure 3):



Figure 3. Select "Account Unlocking"

- Click on "Go" button next to the Administration drop down menu.
- Search screen will be displayed with the following criteria
  - Social Security Number
  - Last Name

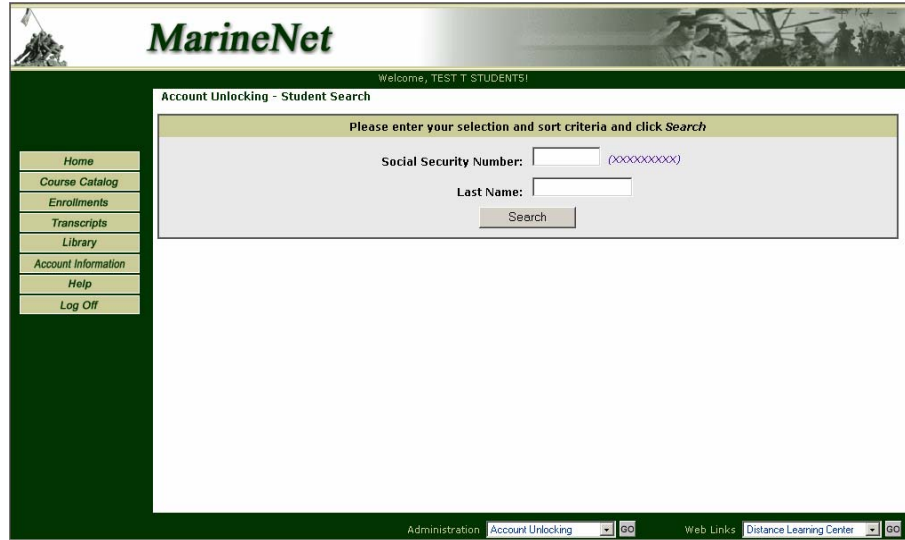


Figure 4. Search Screen

- SSN will be displayed as a masked field.
- Enter the required criteria and click on the “Search” button.
- If there are no search criteria, search will display all the students’ information.
- Search criteria provided is case insensitive.
- Search will result in a list of user accounts from their unit that fulfill the criteria (see Figure 5):

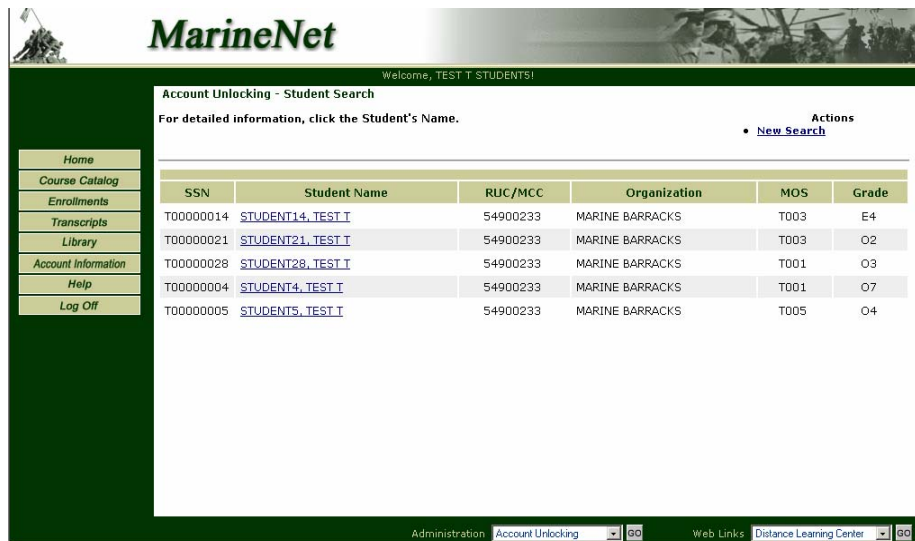


Figure 5. List of User Accounts

- For detailed information on any user, click on the student's name hyperlink.
- Account unlock information screen will be displayed with the following details (see Figure 6):
  - Student ID
  - Last Name
  - Middle Initial
  - First Name
  - Social Security Number
  - Grade
  - Service Component
  - Lock Status
  - RUC/MCC
  - E-mail
  - Date of Birth
  - Rank

**MarineNet**

Welcome, TEST T STUDENTS!

**Account Lock Information**

If you change any of the information below, click the "Update" button at the bottom of the table to save the changes.  
Please Note: Only Lock Status and Email can be changed from this screen, please contact your unit personnel section to change any additional data.

Student ID:	185964
Last Name:	STUDENT14
Middle Initial:	T
First Name:	TEST
Social Security Number:	T00-00-0014
Grade:	E4
Service Component:	USMC Active Duty
Lock Status:	<input type="checkbox"/> Locked
RUC/MCC:	54900233
E-mail:	<input type="text" value="student14@email.com"/>
Date Of Birth:	09/09/1990
Rank:	

**Actions**

- [Return to Student Search](#)

Administration Account Unlocking GO Web Links Distance Learning Center GO

Figure 6. Account Unlock Information

- Only Lock status and E-mail can be changed from the Account Unlocking Information screen; the TM cannot change any other details.
- After changing the Account Lock Status, click the "Update" button. Account Lock Status Information will be saved to the database and the account is unlocked.
- Click on "Return to Student Search" hyperlink to navigate to the user account search results screen.



## 4. TM Bulk Enrollment

### DESCRIPTION:

Training Managers have the ability to bulk enroll multiple students in multiple courses from within the MarineNet system. TMs can only bulk-enroll students who are assigned to their unit or RUC. TMs may access this function from the Administration drop down menu located at the bottom of the MarineNet homepage.

### PROCESS STEPS:

To access Bulk Enrollment area, the TM must log in to MarineNet, select the “Bulk Enrollment” option from the Administration drop down menu and click the “Go” button next to the Administration drop down menu.

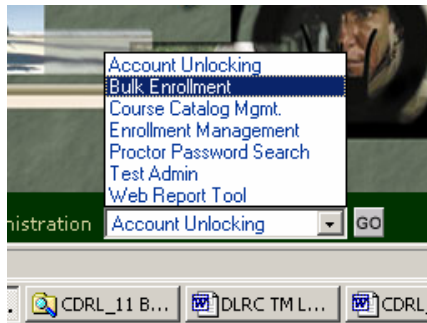


Figure 7 - Administration Drop Down Menu

### 4.1 “Bulk Enrollment – Student Search”

Search screen is displayed with the following filtering criteria (see Fig 8):


- SSN
- Last Name
- RUC/MCC
- MOS
- Organization


The sorting capabilities will be available by displaying the following “Sort Order” radio buttons:


- SSN (default)
- Last Name
- RUC/MCC
- MOS
- Organization

Please enter your filter and sort criteria and click *Search*

SSN:  Last Name:

All students from  RUC/MCC:

All students from  MOS:

All students from  Organization:

Sort Order:  SSN  Last Name  RUC/MCC  MOS  Organization

Figure 8. Student Search Screen

To perform student search, the TM enters the required search criteria and clicks the “Search” button. The following validations will be performed by the system:

Validation Field	Error Condition	Warning/ Message/Instruction
“All students from” RUC/MCC checked	no data in RUC/MCC text field	You have selected All Students from unspecified RUC/MCC. Please enter search criteria in RUC/MCC text field
“All students from” MOS checked	no data in MOS text field	You have selected All Students from unspecified MOS. Please enter search criteria in MOS text field
“All students from” Organization checked	no data in Organization text field	You have selected All Students from unspecified Organization. Please enter search criteria in Location text field
“All students from” RUC/MCC checked	data in RUC/MCC text field does not match any dB values.	The RUC/MCC you entered was not found
“All students from” MOS checked	data in MOS text field does not match any dB values.	The MOS you entered was not found
“All students from” Organization checked	data in Organization text field does not match any dB values.	The Organization you entered was not found
“All students from” RUC/MCC checked	search results return more than one RUC/MCC	There is more than one RUC/MCC Starting with “_”. Please narrow your search.
“All students from” MOS checked	search results return more than one MOS	There is more than one MOS Starting with “_”. Please narrow your search.
“All students from” Organization checked	search results return more than one Organization	There is more than one Organization Starting with “_”. Please narrow your search.
any of “All students from” checkbox is checked	search criteria are entered in SSN and/or Last Name text field(s)	Search on SSN and/or Last Name criteria cannot be performed if any “All students from” checkboxes are checked

4.2 “Bulk Enrollment – Student Search Results” – Individual Students (No “All students from” checkboxes were checked in step 4.1)

Search results are displayed in the form of a table that has the following fields:

- Select (checkbox)
- Social Security Number
- Student Name
- RUC/MCC
- MOS
- Organization

In some cases it could be cumbersome for the TM to select all students **on the page** by clicking each checkbox. For this reason, enhanced search results are provided (see Figure 9 below). In the first column header two hyperlinks are displayed: “[Select All](#)” and “[Deselect All](#)”.

<a href="#">Select All</a> <a href="#">Deselect All</a>	SSN	Student Name	RUC/MCC	MOS	Organization
<input type="checkbox"/>	T00000004	STUDENT4, TEST T	54900233	T001	MARINE BARRACKS
<input type="checkbox"/>	T00000005	STUDENT5, TEST T	54900233	T005	MARINE BARRACKS
<input type="checkbox"/>	T00000014	STUDENT14, TEST T	54900233	T003	MARINE BARRACKS
<input type="checkbox"/>	T00000021	STUDENT21, TEST T	54900233	T003	MARINE BARRACKS
<input type="checkbox"/>	T00000028	STUDENT28, TEST T	54900233	T001	MARINE BARRACKS

Figure 9. Search Results for Bulk Enrollment

Message “**To select Student for bulk enrollment, click the checkbox next to Social Security Number**” is displayed above the results table. The TM can select the Student to be enrolled by checking the checkbox in the first column of the search results table.

4.3 “Bulk Enrollment – Student Search Results” – Group Selection (“All students from” checkboxes were checked in step 4.1)

If the TM has checked any of the “All students from” checkboxes on the Search form page and entered the valid data in the appropriate text field(s), a message is displayed informing the TM of how many students were retrieved in this search.

In Figure 10 below the TM has checked “All students from” RUC/MCC checkbox and entered “000111JA” (matching RUC/MCC) in the RUC/MCC text field:

Figure 10. Search Criteria Entered

The search results returned 207 students. The message “**Search results have returned 207 Students for RUC/MCC 000111JA (MAG-11 3D MAW FMFPAC)**” shows the number of students returned, RUC/MCC and organization name:

**IMPORTANT:** For search results in scenarios when any of the “All students from” checkboxes were checked, no detailed Student information will be displayed. Figure 11 shows an example for this scenario:

Figure 11. MarineNet Screen UI for "All students from"

#### 4.4 “Bulk Enrollment – Student Search Results” - Actions and Navigation

The following Actions will be displayed on the right side of every search results page:

1) **New Search.**

This action takes the TM back to “Student Search” screen (see Figure 8) – A **warning message** will be displayed indicating that *all of the*

*previous search results will be discarded* and the new search will be performed.

2) **Additional Search.**

This action takes the TM back to “Student Search” screen (see Figure 8) – however, in this case, selected list of students to enroll will **NOT** be discarded and after performing the new search, the TM will be able to add more students to already selected ones.

3) **Students to Enroll.**

If the TM has not selected any students to enroll and clicks this Action, JavaScript alert is displayed that says **“Please select Students for Bulk Enrollment by checking boxes next to Student's SSN”**.

If the TM has selected one or more students to enroll in previous steps, next screen “Students to Enroll” is displayed that contains the list of groups and individual students selected for bulk enrollment:

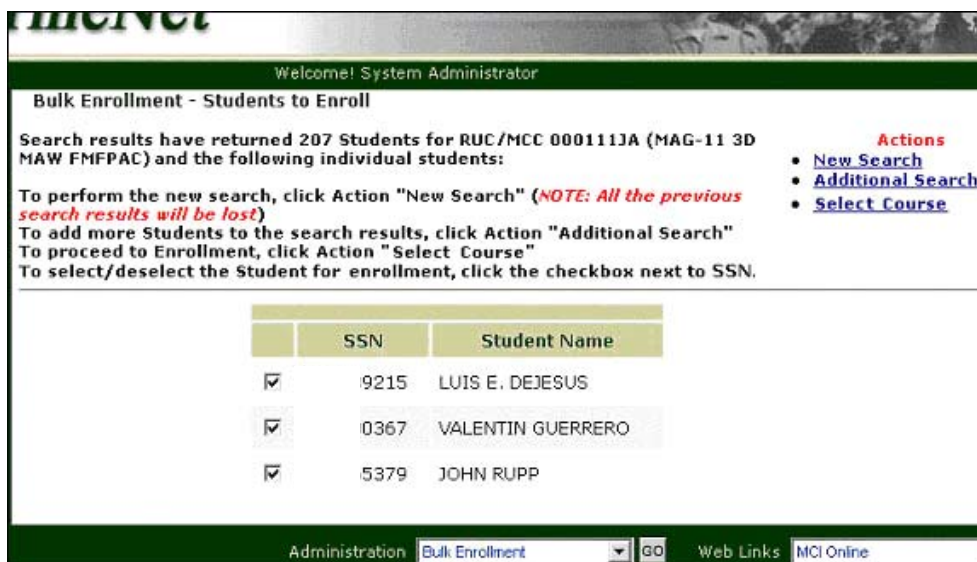


Figure 12. Bulk Enrollment - Students to Enroll

The TM has the capability to view the list of individual students selected for bulk enrollment and also to make modifications to this list by clicking displayed checkboxes to deselect/select students from the list.

When finished viewing/modifying the list of selected students, the TM can click any of displayed Actions hyperlinks. If the TM has made any changes, they will be automatically applied.

4) **Select Course.**

This Action must be used after the TM has finished selecting student to be enrolled. If no students were selected and this Action hyperlink is clicked, Error message is displayed that says ***“Please select Students for Bulk Enrollment by checking boxes next to Student’s SSN”***.

If the students were selected in previous steps and the TM clicks this Action, the following warning alert will be displayed ***“You are about to search Course Catalog to enroll selected student. Student Search will no longer be available. Click [OK] to go to Course Catalog or [Cancel] to continue Student Search”***. If the TM clicks “Cancel” button, the TM can proceed with Student Search. If the TM clicks “OK” button, the Course Catalog page will be displayed.

4.5 “Bulk Enrollment – Course Search”

When the TM has finished with selecting students to be enrolled, the TM clicks Action hyperlink “Course Search”.

“Bulk Enrollment - Course Search” page has the same user interface as the existing MarineNet “Course Catalog” Search page.

The screenshot shows a web form titled "Bulk Enrollment - Course Catalog". At the top, there is a green banner with the text "Please enter your selection and click Search". Below this banner, there are four input fields: "Course Code:" (text box), "MOS:" (text box), "Course Title:" (text box), and "Course Type:" (dropdown menu with "All Types" selected). To the right of the "Course Title:" field is a checkbox labeled "Display ACE Accredited Courses Only". At the bottom center of the form is a "Search" button.

Figure 13. "Bulk Enrollment - Course Catalog" Search screen

Search screen is displayed with the following filtering criteria:

- Course Code
- Course Title (embedded criterion)
- Course Type
- MOS
- Display ACE Accredited Courses Only (checkbox)

Course search has exactly the same functionality as in the current version of MarineNet LMS - the TM enters the required search criteria and clicks the “Search” button. No validation is provided.

#### 4.6 “Bulk Enrollment – Course Search Results”

When the TM clicks the “Search” button, Course search results screen displays a list of active courses in the form of a table that has the following fields:

- Select column (radio button)
- Course Code
- Course Title
- Course Type

Sort Order: <input checked="" type="radio"/> Course Code <input type="radio"/> Course Title <input type="radio"/> Course Type <input type="button" value="GO"/>		
Course Code	Course Title	Course Type
<input type="radio"/> 004AP	<a href="#">PLRS CAPABILITIES AND EMPLOYMENT</a>	Paper
<input type="radio"/> 0051AO	<a href="#">STATUS OF RESOURCES AND TRAINING SYSTEM(SORTS) (WEB)</a>	Web

Figure 14. Search Results

Message **“To select Course for bulk enrollment, select the radio button next to Course Code”** is displayed above the results table. The TM can select only one Course to be enrolled in by checking the radio button in the first column of search results table.

The capability is provided to do the new Course search(es) after successful enrollment with subsequent enrollment(s) of the same students in different course(s). (Example: Enroll all students from RUC/MCC “A” in Course “B” and then select a new Course “C” and enroll the same student in Course “C” bypassing the Student search step.)

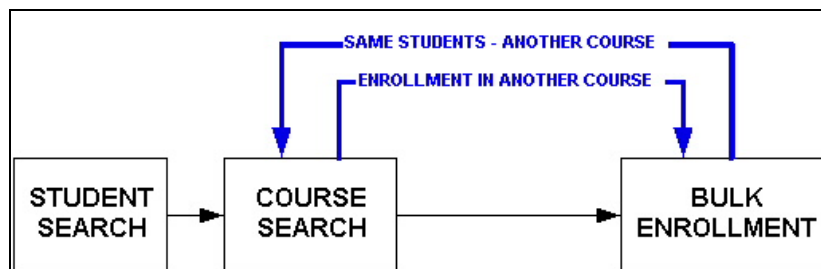


Figure 15. User Flow for Multiple Enrollments

Some courses that are unavailable for enrollment (DL Formal curriculums) are also displayed on the Course Catalog search result page, however radio buttons next to them are not provided, so the TM won’t be able to select them for Bulk Enrollment.

Once the Course is selected, an Action hyperlink “Continue Bulk Enrollment” will be activated. If the Course is not selected, clicking on this hyperlink will display message “**Please select Course first.**”

#### 4.7 “Bulk Enrollment - Final Confirmation Page”

If the Course is selected and the TM clicks the Action hyperlink “Continue Bulk Enrollment” a Final Confirmation page is displayed showing the course info and the student search criteria as well as the number of users resulted from the search.

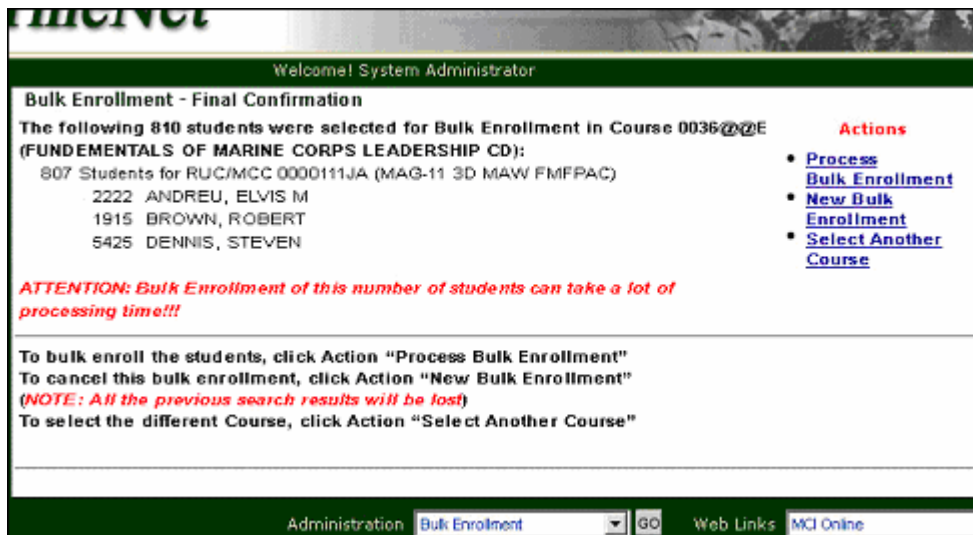


Figure 16. Final Confirmation Page for Bulk Enrollment

The following Actions will be displayed on the right side of the Final Confirmation page (see Figure 16 above):

1) **Process Bulk Enrollment.**

This action takes the TM forward to the Enrollment step. A “System Processing” message (see Figure 17) will be displayed and the actual Bulk Enrollment will be performed.

2) **New Bulk Enrollment.**

This action takes the TM back to “Student Search” screen (see Figure 8):

- all the selected students to enroll will be discarded
- previously selected Course to enroll to will be discarded
- new Student search for the new Bulk Enrollment could be performed.
- A warning message will be displayed.



3) **Select Another Course.**

This action takes the TM back to "Course Catalog" page (see Figure 13):

- previously selected Course to enroll to will be discarded
- selected students to enroll are the same
- new Course search can be performed.
- JavaScript warning will be displayed.

A Warning message will be displayed if the number of students selected exceeds 100.

#### 4.8 "Enrollment"

When the TM clicks Action hyperlink "Process Bulk Enrollment" from the Final Confirmation page, actual bulk enrollment takes place. The process is performed in the background and can take some time. To ensure that the TM is notified, the so-called "broker" screen (system processing request message) is displayed:

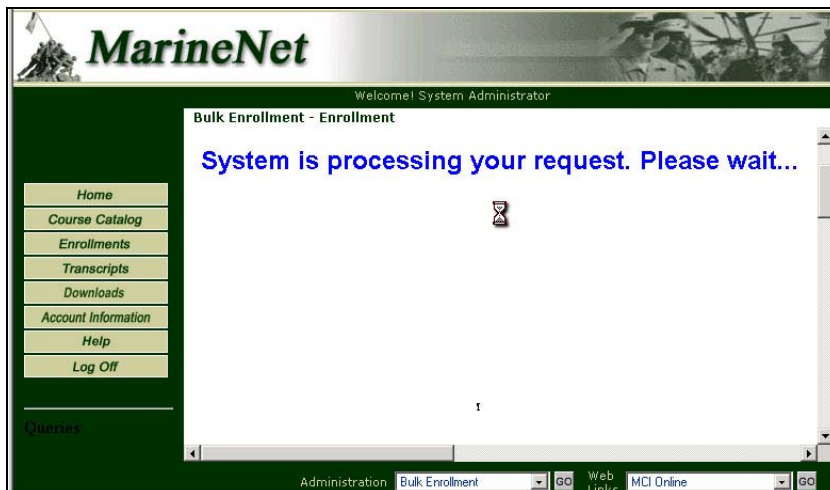


Figure 17. "Processing Request" message

**NOTE:** This screen can also be displayed in other areas that need extensive processing time, i.e. Student Search or Course Search.

After the bulk enrollment is processed, a confirmation message similar to the following will be displayed:

***"Thank you. Bulk Enrollment in COURSE\_CODE (COURSE\_NAME)  
was successfully processed:  
810 students were selected for Bulk Enrollment.  
800 Students Accepted***

## 10 Students Already Enrolled

To view Bulk Enrollment details, click Action “Bulk Enrollment Details”

(The new window will open. In this window:

- to print Bulk Enrollment details, select “File => Print”.
- to save Bulk Enrollment details, select “File => Save As”)

To bulk enroll different students, click Action “New Bulk Enrollment”  
To bulk enroll the same students in different Course, click Action “Select Another Course”

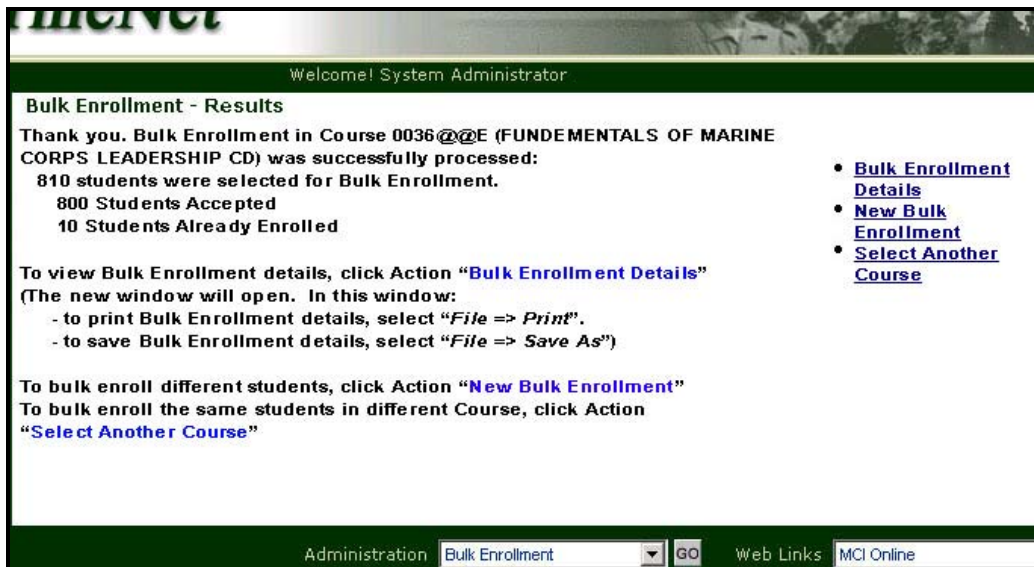


Figure 18. "Bulk Enrollment - Results" Screen

To bulk enroll different students, the TM clicks Action hyperlink “New Bulk Enrollment”. To bulk enroll the same students in different Course, the TM clicks Action hyperlink “Select Another Course”.

When the TM clicks Action hyperlink “Bulk Enrollment Details”, the new window pop-up window will open. In this window the text file will be displayed that contains a list of enrolled students and students who were already enrolled.

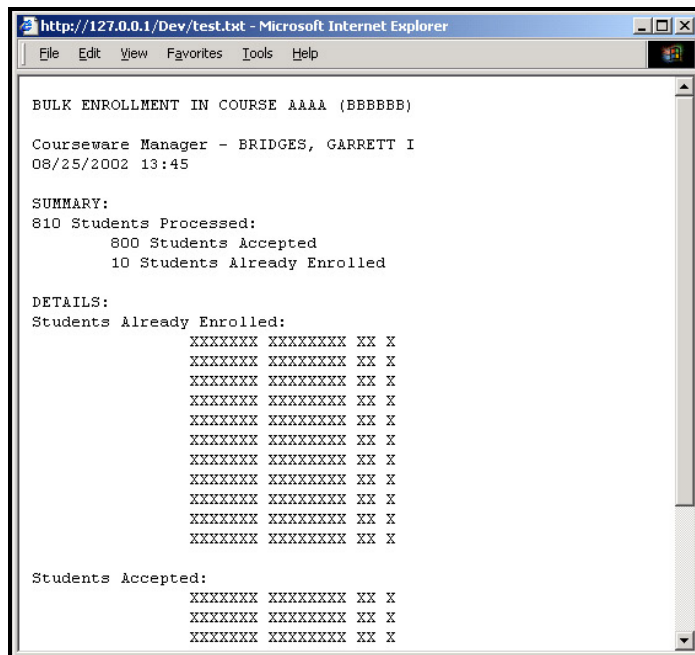


Figure 19. "Bulk Enrollment Details" window

To print Bulk Enrollment details, the TM selects "File => Print" from the browser menu. To save Bulk Enrollment details, the TM selects "File => Save As" from the browser menu.

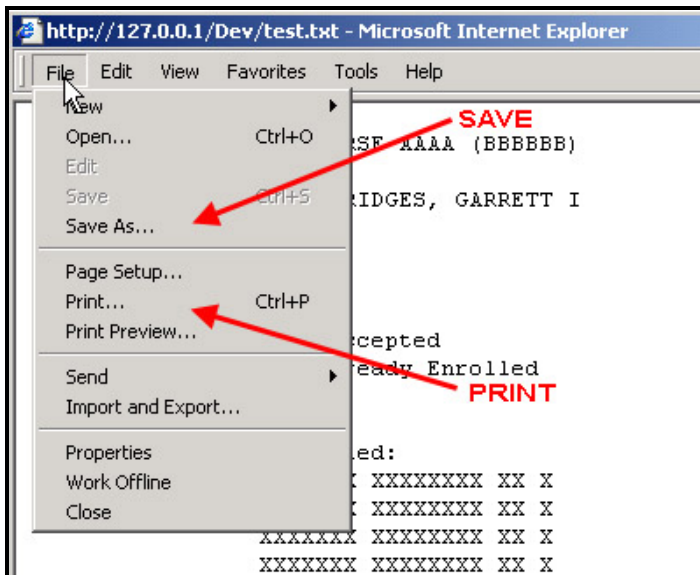


Figure 20. Saving or Printing Bulk Enrollment Details

## 5. TM Enrollment Management

### DESCRIPTION:

TMs have the ability to review the enrollments and transcripts of all students (within their units) from within MarineNet. TMs have the capability of selecting the function from the Administration drop down menu on the bottom of the MarineNet homepage.

### PROCESS STEPS:

Training Managers have the ability to review the enrollments and transcripts for all students (within their units) within MarineNet.

Following are the steps required for the TM to review the enrollments and transcripts of all employees (within their units):

- Login as TM to MarineNet.
- Select "Enrollment Mgmt" from the Administration drop down menu (see Figure 21):



Figure 21. Select "Enrollment Management"

- Click the "Go" button next to the Administration drop down menu.
- Search screen will be displayed with the following criteria
  - Social Security Number
  - Last Name

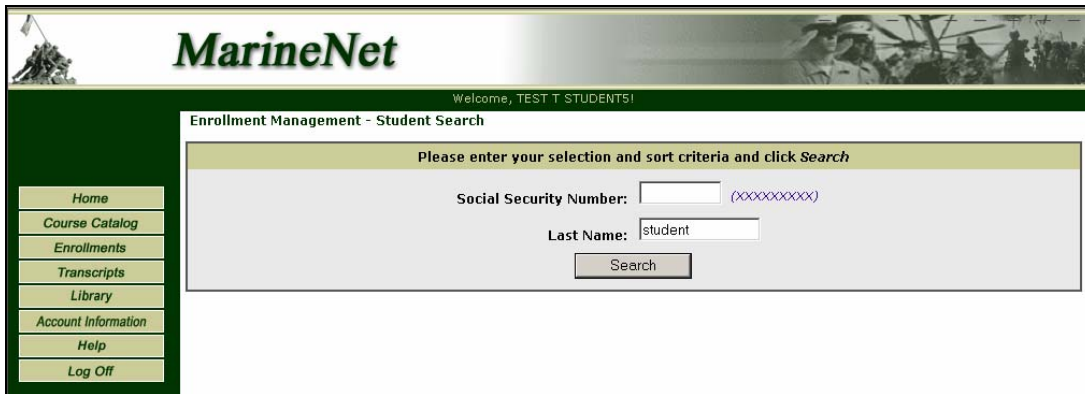


Figure 22. User Account Search

- Enter the required criteria and click on the “Search” button.
- SSN will be displayed as a masked field.
- If there are no search criteria, search will display all the students’ information.
- Search criteria provided will be case insensitive.
- Search will result in list of student accounts that fulfill the criteria (see Figure 23):

SSN	Student Name	RUC/MCC	Organization	MOS	Grade
T00000014	<a href="#">STUDENT14_TEST T</a>	54900233	MARINE BARRACKS	T003	E4
T00000021	<a href="#">STUDENT21_TEST T</a>	54900233	MARINE BARRACKS	T003	O2
T00000028	<a href="#">STUDENT28_TEST T</a>	54900233	MARINE BARRACKS	T001	O3
T00000004	<a href="#">STUDENT4_TEST T</a>	54900233	MARINE BARRACKS	T001	O7
T00000005	<a href="#">STUDENTS_TEST T</a>	54900233	MARINE BARRACKS	T005	O4

Figure 23. Search Results

- Click on the Student’s Name hyperlink to get the View Enrollments/Transcripts screen.
- View Enrollments/Transcripts screen will display the following items (see Figure 24):
  - View Enrollments
  - View Transcripts
  - Enroll in a course
- Click on View Enrollments option to get the View Enrollments Screen

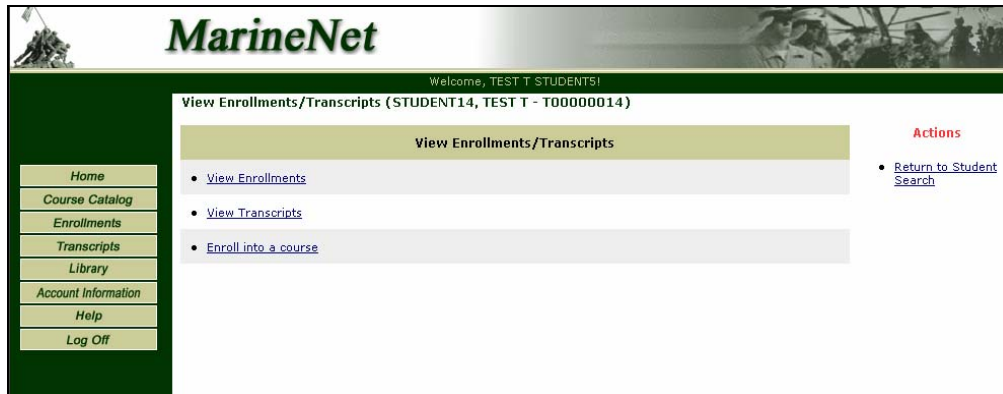


Figure 24. View Enrollments/Transcripts screen

View Enrollments screen will display the following columns (see Figure 25):

- Course code
- Course title
- Request date
- Enrollment status

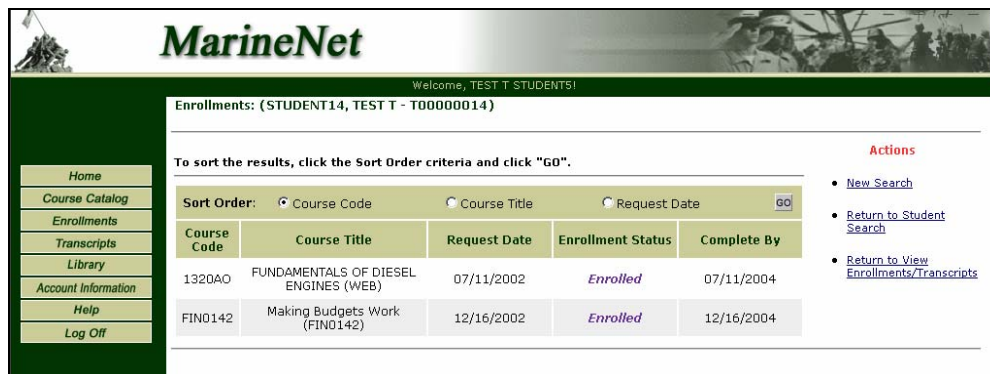


Figure 25. Example of Enrollments screen

- Click on “Return to View Enrollments/ Transcripts” hyperlink to get the View Enrollments/Transcripts screen

Click on View Transcripts option to get the View Transcripts Screen (see Figure 26):

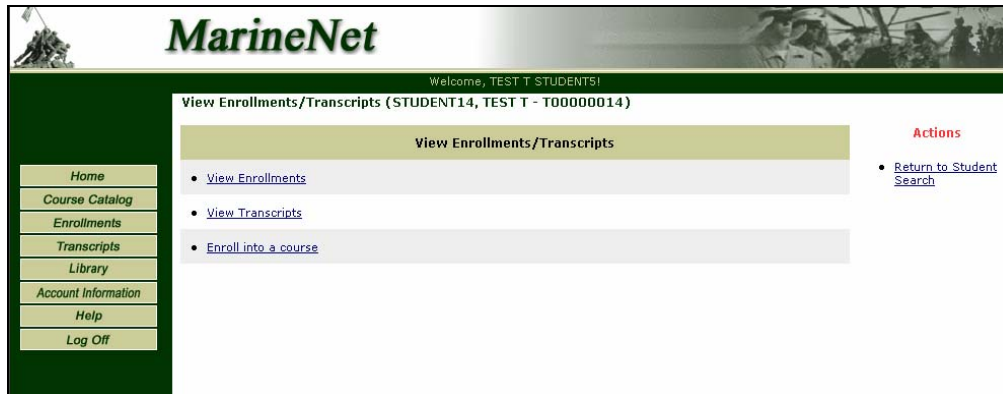


Figure 26. Select "View Transcripts"

- View Transcripts screen will display the following columns (see Figure 27):
  - Course code
  - Course title
  - History status
  - Completion date
  - Grade
- Click on "Return to View Enrollments/Transcripts" hyperlink to get the View Enrollments/Transcripts screen

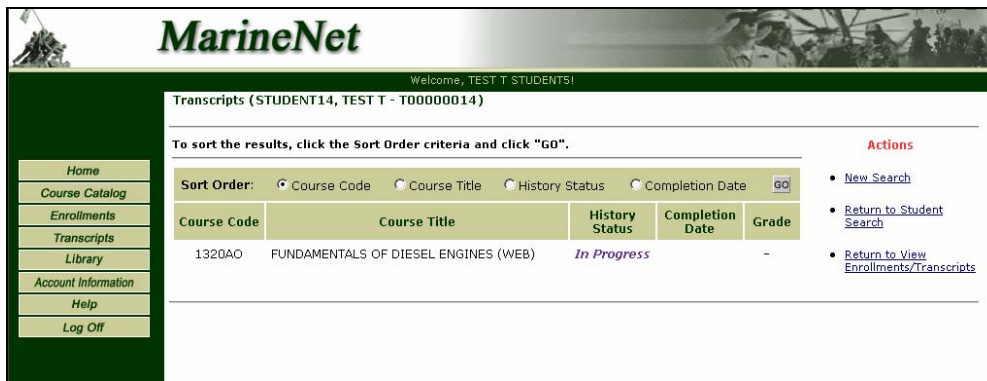


Figure 27. View Transcripts

- Click on "Enroll into a Course" to get the Enroll User – Course Search screen (see Figure 28):

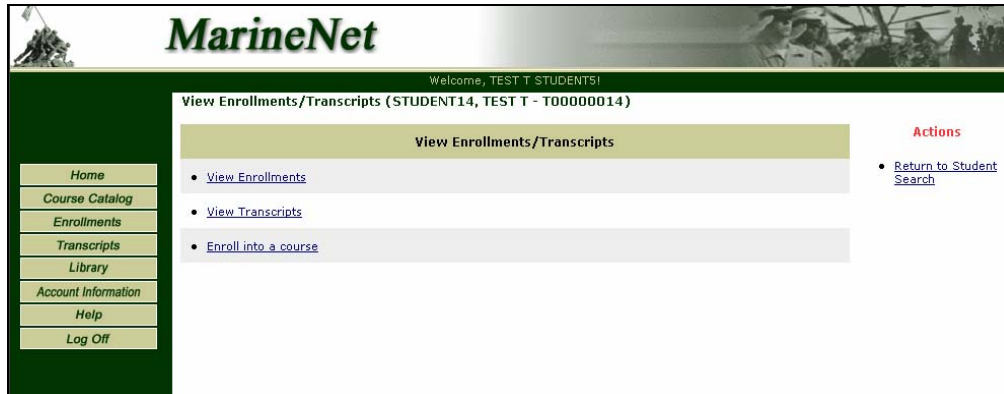


Figure 28. Enroll in a Course

Search screen will display the following criteria (see Figure 29):

- Course Number
- Course Name/title

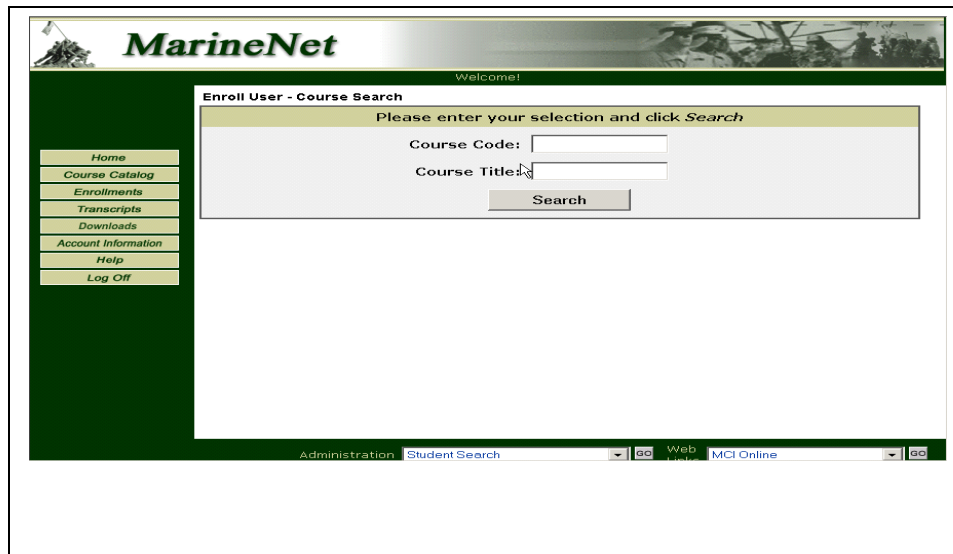


Figure 29. Enroll User - Course Search

- Enter the required criteria and click on the "Search" button.



- Search will result in list of Course titles that fulfill the criteria.
- Click on the Course Name/Title hyperlink to get the Enroll Student screen (see Figure 30)

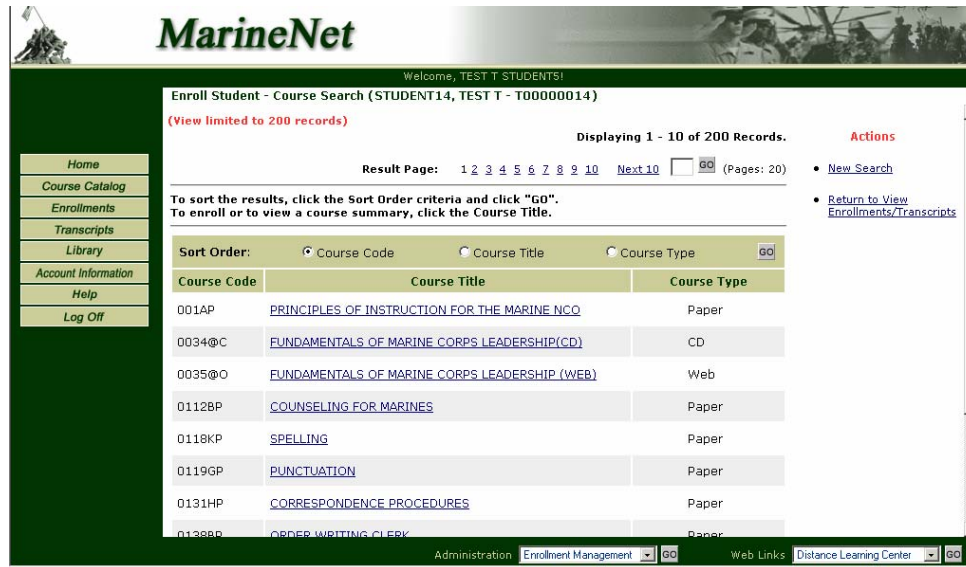


Figure 30. Search Results

- The Enroll Student screen will display the following details ( see Figure 31):
  - I. Course summary Information:
    - Course code
    - Course title
    - Credit hours
    - Course status
    - Access level
    - Prerequisites
    - Course description
    - Designed for
    - Study hours
    - Ace credits
  - II. Actions
    - Enroll in course
    - Return to Course Summary screen
- In Actions, click on “Enroll in Course” to enroll the student in the course selected.

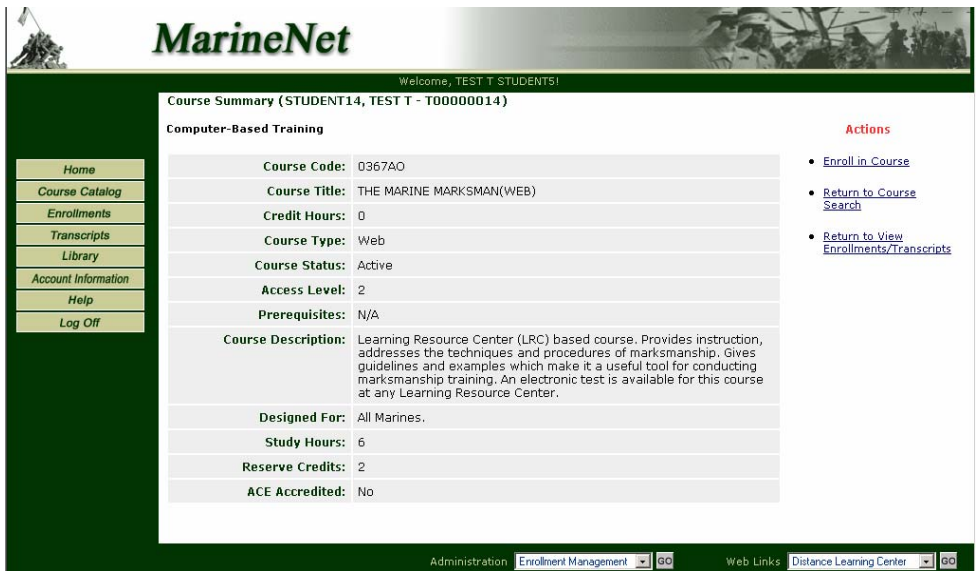


Figure 31. Course Summary

- A confirmation screen will be displayed as seen in Figure 32.

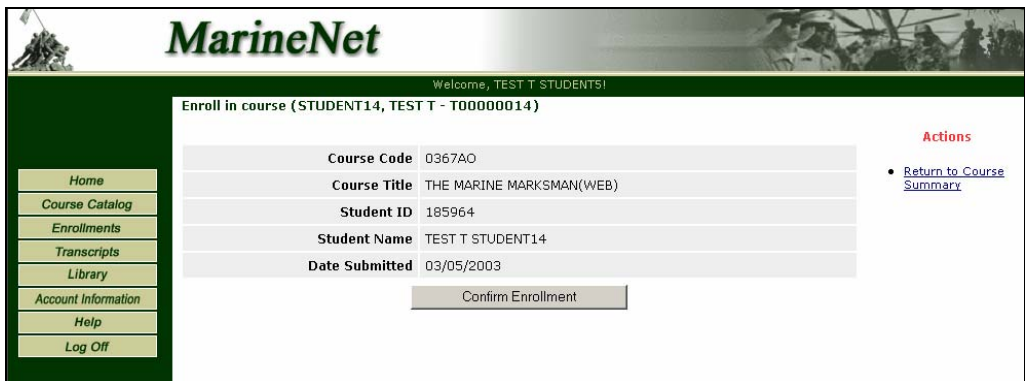


Figure 32. Enrollment Confirmation Screen

- A message will be displayed to the TM after enrollment is complete (see Figure 33):

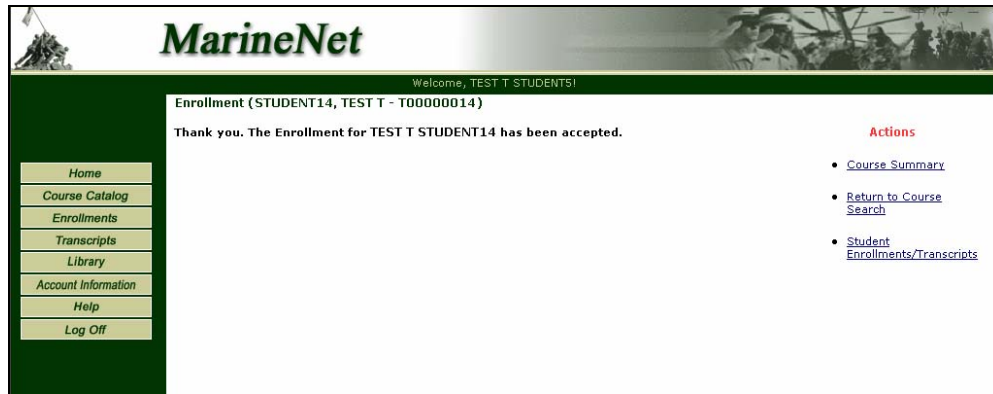


Figure 33. Enrollment is Complete

- Click on "Return to View Enrollments/ Transcripts" to go to "View Enrollments/Transcripts Screen"
- Click on "Course Summary to enter new search criteria for the courses.

## 6. TM Proctor Password Search

### DESCRIPTION:

TMs have the ability to query the system to find the password for an End of Course (EOC) test by searching by the course number or course title.

### PROCESS STEPS:

Training Managers have the ability to find the password for an EOC test associated to a course. The TM will be provided with the ability to search by either the course code or course title.

Following are the steps required for the TM to query the passwords associated with a course:

- Login as TM to MarineNet.
- Select "Proctor Password Search" from the Administration drop down menu (see Figure 34):



Figure 34. Select "Proctor Password Search"

- Click on "Go" button next to the Administration drop down menu.
- Search screen will be displayed with the following criteria (see Figure 35):
  - Course Code
  - Course Name/Title



Figure 35. Proctor Password Search

- Enter the required criteria and click on the “Search” button.
- If there is no input, the search will display information on all tests.
- Search on Course Name/Title will display all the courses containing the search string.
- Search inputs are case insensitive.

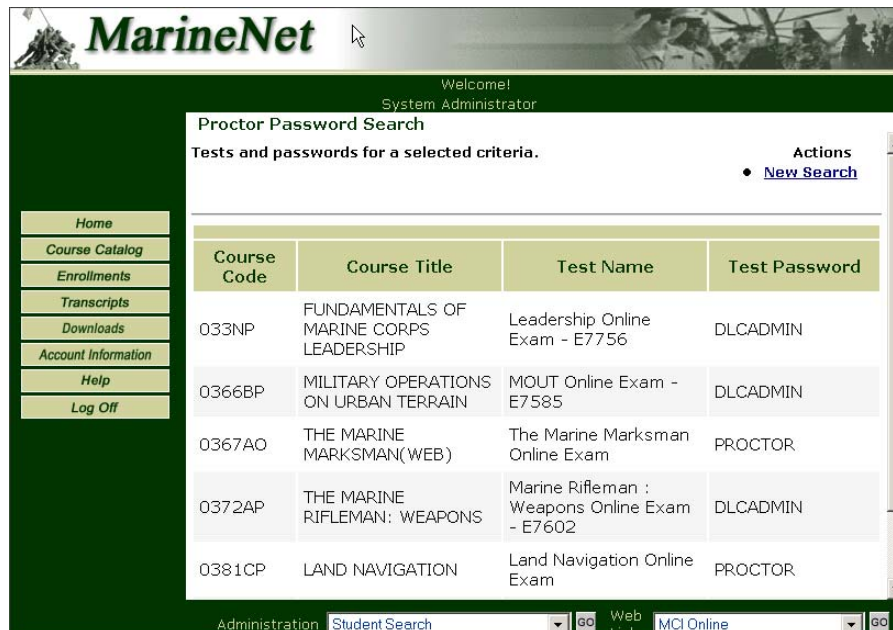


Figure 36. Proctor Password Search Results

- Proctor Password screen will be displayed with the following fields:
  - Course Code
  - Course Title
  - Test Name
  - Test Password
- If the TM wants to conduct a search based on different criteria, click on “New Search” under “Actions” to show the Proctor Password Search Screen again.

## 7. TM Web Reporting Tool

### DESCRIPTION:

TMs have the ability to generate pre-formatted reports for the students within their RUC/MCC (organization) from within MarineNet. TMs have the capability of selecting the Reports function from the Administration drop down menu on the bottom of the MarineNet homepage. Once a report is selected, the TM will be provided a filter/search page allowing the TM to isolate particular users or courses.

### PROCESS STEPS:

Following are the steps required to access the Web Report Tool from MarineNet

- Login as TM to MarineNet
- Select "Web Report Tool" from the Administration drop down menu.



Figure 37. Select 'Web Report Tool'

- The “Web Report Tool” screen will be displayed (see Figure 38):

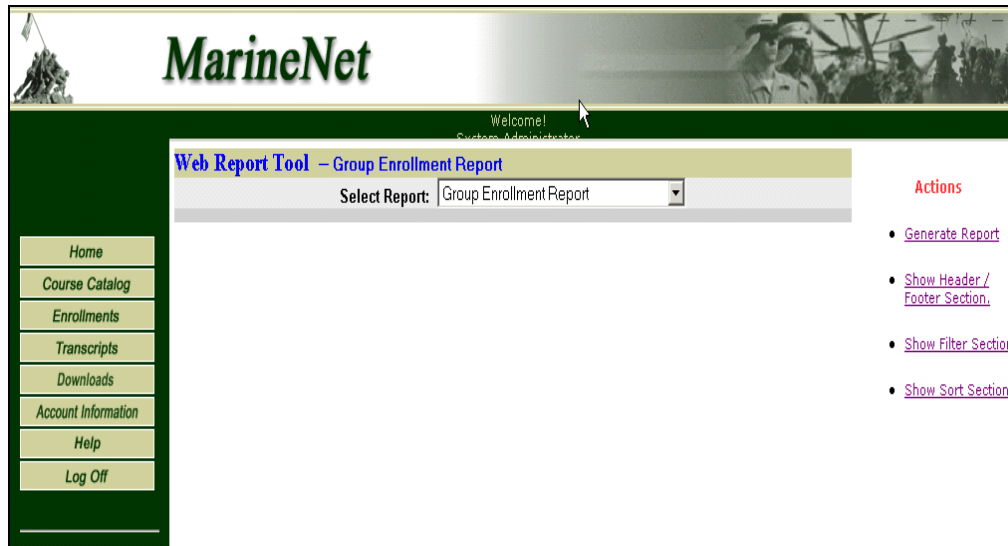


Figure 38. Web Report Tool Screen

- The TM can select the required report from the ‘Select Report’ list.

The following TM Reports are available in the Reports list:

- Custom Report - Enrollments
- Custom Report - Transcripts
- Group Completion Report
- Group Disenrollment Report
- Group Enrollment Report
- Individual Enrollment Report





Figure 39. Selecting a Report

Once a report is selected from the drop down menu, the report can be run with default parameters by selecting Generate Report. Reports can be further customized by modifying the Header/Footer Section, applying filters in the Filter Section, or changing the sort order. Clicking the links under Actions on the right side of the screen displays the following (see Figure 40):

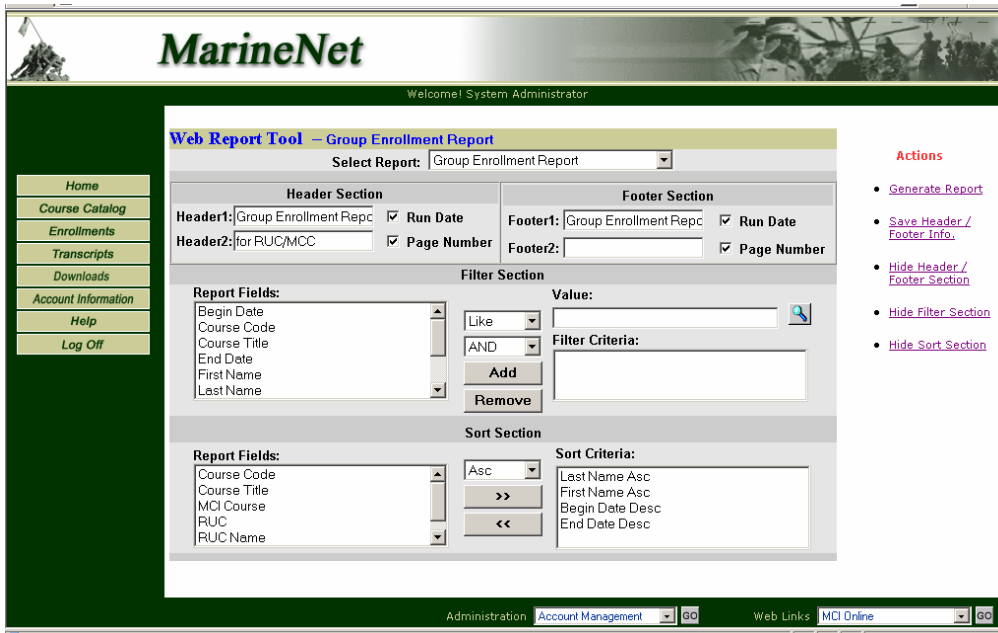


Figure 40. Filter and Sort Sections Displayed

EXAMPLE: To run a Group Enrollment Report displaying only students who have enrolled in Terrorism Awareness course, complete the following steps:

- Select 'Group Enrollment Report' from the drop down menu and display the Filter Section.
- In the Report Fields, select 'Course Title'
- Select 'Like' from the Filter drop down
- Select the magnifying glass next to Value

See Figure 41:

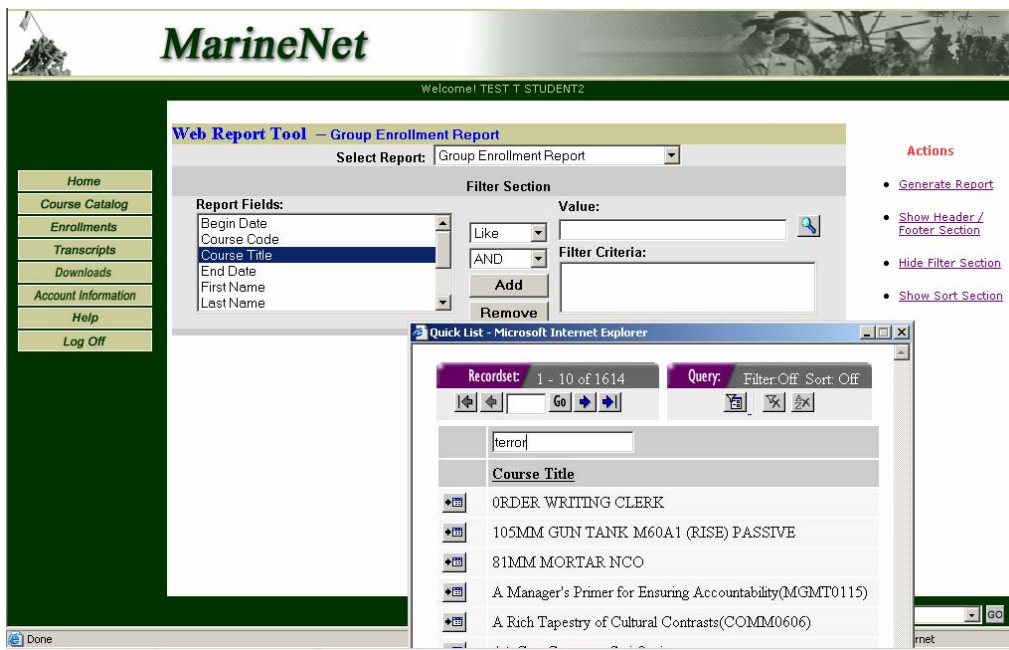


Figure 41. Group Enrollment Report

- Search on the word 'terror' to find courses that start with this word.
- Select the appropriate course and accept results
- Select 'Add' to fill in Filter Criteria

See Figure 42:

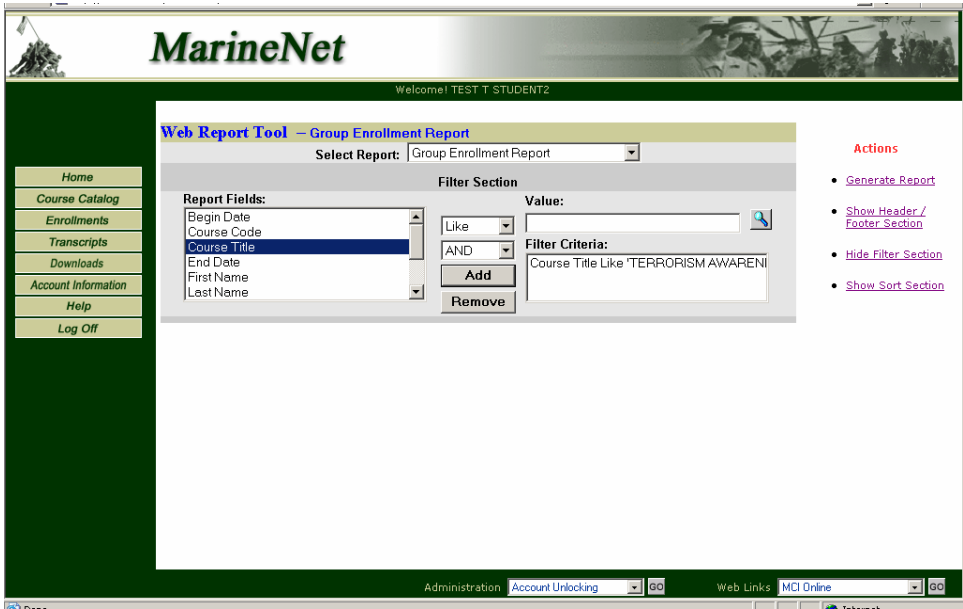


Figure 42. Filter Criteria Added

At this point, select 'Generate Report' to run the Group Enrollment Report with the included Filter criteria. A report will be returned that is similar to Figure 43:

SSN	Name	Course Code	Course Name	Enroll. Status	Begin Date	End Date	MCI Course
4440	BERGER, STEVEN C	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
3282	DONAHUE, JARED S	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	03/29/2001		Yes
5780	LILLY JR, FRANCIS X	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/16/2001		Yes
7027	LYNCH, ANDREW D	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
9995	NOEM, NEAL D	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
0002	STUDENT2, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	05/24/2002		Yes
0020	STUDENT20, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/22/2002		Yes
0026	STUDENT26, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/25/2002		Yes
0027	STUDENT27, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	06/10/2002		Yes
0028	STUDENT28, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	05/24/2002		Yes

Figure 43. Example of Group Enrollment Report

TMs can page through the results by clicking on the right arrow at the top of the screen. Similar filters can be applied to any of the web reports.

NOTE: TMs can only report on students who are in their RUC/MUC. Only a System Administrator can run reports on all student accounts on the system.