Enrolling Students
Missouri Coalition of Children’s Agencies
Medication Certification System - Streamlined Guide Series 3 – July 10, 2019

In this guide, we will cover how to add students to an existing class in the LMS Checkout system.

Before we begin, you must:

- Know the website (URL) of your organization. (look this up on p. 3-4 of this guide)
- Have a nurse-instructor account. (Obtain one by filling out this form)
- Be logged in to your site. (You may need to use theForgot Password feature of the site if you’re having trouble logging in.)
- Have created a class
- Have created accounts for any students

Go to the Admin Panel of the site.

Go to the Manage Courses area, and choose the Live Classes menu option.
By default, LMS Checkout should show you the Active Classes (there may or may not be a list of classes here). If you do not see the class you want to work with, you may try clicking the link to view Archived classes.
When looking for your class, also note that you can sort the list of classes by Start Date by clicking the words **Start Date** in the top row of the table. Click once to have the list sorted from Oldest to Newest, and again to sort Newest to Oldest. You may also navigate through your list of classes using the page controls (Previous/[page numbers]/Next) below the table.
Once you've found the class you want, expand the class record by clicking the plus sign to the left of the listing.
An expanded class record. In this example, we’re going to need to use the scroll bars or resize our browser window (Ctrl+/ Ctrl0 / Ctrl-) to see all of the class record.

Find the **Class Roster** link toward the bottom-left of the class record and click it.

Click the **Add Users** button.
A few things to note here:

- The box on the left lists all of the users on your site.
- The box on the right lists students you have selected to enroll in the class.
- We click the Enroll Users button at the bottom of the screen to enroll them in the class.
- You can un-select students, but you cannot un-enroll them.
When done, click the **Return to Class Roster** button toward the top of the screen.

Enrolled students should now appear in the **Class Roster**.
## Class Roster: Med Cart TEMPLATE

### Class ID: Renewal

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Name</th>
<th>Email</th>
<th>Registration Date</th>
<th>Status</th>
<th>Consultation Date</th>
<th>Order Number</th>
<th>Competency Required</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Roster</td>
<td>Julie</td>
<td><a href="mailto:julie@mcauc.org">julie@mcauc.org</a></td>
<td>7/10/2013</td>
<td>Confirmed</td>
<td>NA</td>
<td>0</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Class Roster</td>
<td>Casie</td>
<td><a href="mailto:casie@mcauc.com">casie@mcauc.com</a></td>
<td>7/10/2013</td>
<td>Confirmed</td>
<td>NA</td>
<td>0</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

[Class Roster link]

[Download Report link]

[Save Changes link]